TOSHIBA

Network Fax Operator's Guide

Version 2.2.1

Your guide to using the Network Fax option with your e-STUDIO Electronic Document Processing System

Table of Contents

Preface iii

Introduction iii
Intended Audience iv
Supplemental References vii

1 Overview 1

Functional Highlights 2
Software Components 2

2 Installation 5

Installing the Network Fax Kit 6
Installing the GL-Fax Driver 6
Uninstalling the Driver 13

3 Setup 15

What are Fax Properties? 16
Setting Fax Properties 17
Setting up Mailboxes for Incoming Fax Routing 22

4 Faxing 35
Overview 35
Summary Steps 35
Using the Network Fax Function 36
Managing Faxes 46

5 GL-FAX Address Book Viewer 55
Overview 56
Running the GL-Fax Address Book. 56
Navigating the Address Book 57
Managing Your Private Address Book 58

Glossary 71

Index 75

Preface

The Network Fax Operator's Guide provides detailed instructions for installing, setting up, and using the Optional Network Fax Feature. With this option installed, you can perform the following functions:

- Fax electronic documents from your workstation.
- Use the GL Fax Driver installed on your workstation to manage faxes, select recipients, and send electronic documents from your desktop.
- Use the GL Fax Address Book installed on your workstation to manage recipient information.

This *Preface* introduces fax functionality and defines the scope and audience of this guide.

Introduction

Optional Network Fax Feature

Congratulations on purchasing TOSHIBA's Optional Network Fax Feature for the e-STUDIO Electronic Document Processing System. Both products incorporate the latest in state-of-the-art digital and computer technology. When the Fax and Address Book software is installed, the digital copier becomes an all-inclusive network printer with remote LAN and fax capability. The e-STUDIO Electronic Document Processing System and

GL-Fax Address Book software distinguishes it from other network faxing or addressing solutions, providing easy-to-use, fully comprehensive solutions. Workgroups will enjoy exploiting the almost limitless capabilities of the digital copier.

Intended Audience

Who Should Read This Guide?

This guide is intended for people using the GL-Fax and Address Book optional features. It provides detailed instructions on configuring and using the GL-Fax software and Address Book Editor.

This guide is not intended for digital copier service technicians or operators. For information on using and maintaining the TOSHIBA digital copier, refer to the *Toshiba Operator's Guide for Copying Functions* or contact your Toshiba authorized dealer for support.

Scope

This guide assumes that you are familiar with the software applications you are using to create your documents for printing. Document setup or application-specific printing functions are not covered in this manual.

Styles and Conventions

This guide employes several typographic styles to visually convey information. The following table lists the styles and illustrates their use.

Styles and Conventions Used In This Guide

STYLE	USAGE DESCRIPTION	EXAMPLE
BOLD, SANS SERIF FONT, ALL CAPS	All hard keys on the copier control panel.	Press **START**.
SANS SERIF FONT, ALL CAPS	All soft keys and function tabs on the copier LCD touch screen.	Press ADMIN.
Bold, sans serif font, initial caps	Names of buttons, controls, tabs, and menu options (items).	Double-click **Properties** and click **Services**. From the Start menu, choose **Programs > TOSHIBA GL-Client Software > TopAccessDocMon**.
`Courier`	Screen messages and text you type in a field or at the command line.	Type the following command: `setup.exe`
<Brackets enclosing variable text>	Variable text that is to be replaced with specific text applicable to your network.	Enter GL<device name>, where device name is the Microsoft Computer Name assigned to the controller.
Italic, blue, underlined	Cross-reference to additional information.	See, ***Scanning*** on page 25 for the steps required to scan images.
Light blue and underlined	Indicates text that is linked on a web page. This text is not linked in the documentation.	Click the Install Software link at the bottom of the page.

Manual Organization

Chapter 1, ***Overview*** on page 1 summarizes the features and functionality of the Optional Network Fax Feature.

Chapter 2, ***Installation*** on page 5 summarizes procedures for installing software required to enable the fax printing and online address books on the digital copier to selecting recipients and setting fax properties.

Chapter 3, ***Setup*** on page 15 defines what are fax properties and how they and where they are defined.

Chapter 4, ***Faxing*** on page 35 summarizes the steps required to utilize the GL Fax Driver from printing to the fax driver to selecting fax recipients.

Chapter 5, ***GL-FAX Address Book Viewer*** on page 55 summarizes how to use the GL-Address Book, from adding contacts and groups to importing and exporting address book database information.

Supplemental References

In addition to the information in this guide, the following reference materials are available to assist you in using and optimizing your controller:

Toshiba Operator's Guide for Copying Functions

This manual describes the digital copier functions: how to make copies, maintain the copier, and troubleshoot mechanical and copying problems.

Quick Start Guide

The purpose of this guide is to introduce the controllers, summarize installation and operational procedures, and describe system requirements and specifications. A printed copy of this manual ships with the controller.

Administrator's Guide

You can find the .pdf version of this guide on the *e-STUDIO Admin's Client CD-ROM*. It is intended for the network administrator and contains detailed information for installing, configuring, and troubleshooting the controller.

Operator's Guide

This guide provides detailed instructions for installing and using the printer drivers and the job monitoring utility, TopAccessDocMon, to print to the Electronic Document Processing System. It also describes how to use the web-based application TopAccess to monitor and manage print jobs. You can find the .pdf version of this guide on the *e-STUDIO Client CD-ROM*.

TopAccessComposer Operator's Guide

You can find the .pdf version of this guide on the *e-STUDIO Admin's Client CD-ROM* and on the *e-STUDIO Client CD-ROM*. It contains information on storing, managing, editing, and printing documents using the web-based tool, TopAccessComposer.

Scan Operator's Guide

You can find a .PDF version of this guide in the *e-STUDIO Client CD-ROM*. It provides information on enabling network scanning functionality via the controller and includes procedures for configuring scan functionality

using the web-based utility, TopAccess. The guide also provides instructions for local scanning and remote management of scan jobs.

Application-Specific Online Help

All of the Electronic Document Processing System software and drivers come with application-specific online help. Click **Help** or choose the **Contents and Index** options from the Help menu. For web-based help in TopAccess, click the **Help** link.

1 Overview

TOSHIBA's Network Fax Option for the digital copier with the e-STUDIO Electronic Data Processing System simplifies and facilitates your office facsimile needs by enabling you to fax digital documents directly from your desktop.

Functional Highlights

The network GL Fax Driver software enables you to fax documents electronically from your computer to one or more recipients or contact groups. You can define a variety of fax job properties, from the send list to fax resolution. The GL-Fax driver is complimented by the GL-Fax address book viewer. This combination of applications lets you manage a selection of fax recipients and access the TOSHIBA Address Book.

Software Components

Note: Faxing hard copy documents must be performed as a walk-up function at the copier control panel.

Fax Driver

The GL-Fax driver lets you setup send lists and send electronic documents from your PC to one or more contacts or groups. You print to the fax driver in much the same way as you would print to a normal printer, which makes using the GL-Fax driver quick and easy. You can select the fax properties, which are the attributes that define sender and recipient information, such as dialing options, sender information, fax resolution, and page layout.

Other features include:

- An easy-to-use fax scheduler that allows you to setup a date and time to transmit your fax
- A complete set of fax transmission options that give you complete control over the transmission and appearance of your fax.
- A comprehensive set of cover page options which may include sender and recipient information and a detailed message. Sender and recipient information is maintained online, allowing you to add all or part of this data to your cover pages whenever you need

Address Book Viewer

With the GL-Fax Address Book Viewer you can add or modify fax recipient names and fax numbers to the TOSHIBA Address Book.

This utility allows you to:

- Manage recipients of the fax
- Select and view fax recipients from the address book

- Select and view recipient fax numbers and other contact information
- Import or export address book data to and from other address book programs

2 Installation

This chapter includes procedures for installing the software that enables fax printing and online address book functions for the digital copier. TOSHIBA recommends that you read these instructions in their entirety before beginning the installation process.

Installing the Network Fax Kit

Before you can begin using the TOSHIBA optional Network Fax Feature for the e-STUDIO system, you must install the software using the *e-STUDIO Fax Client CD-ROM* provided. Use the InstallShield client software setup process. This section describes several ways to add the fax driver to a user's workstation.

Note: You must have a facsimile board installed in the e-STUDIO digital copier before you install the fax software. This information is provided as an overview only. For additional information refer to the Administrator's Guide.

Installing the GL-Fax Driver

You can either install the software on each workstation from the supplied CD-ROM, or upload the software to the controller and use the TopAccess application to install the software on the workstations.

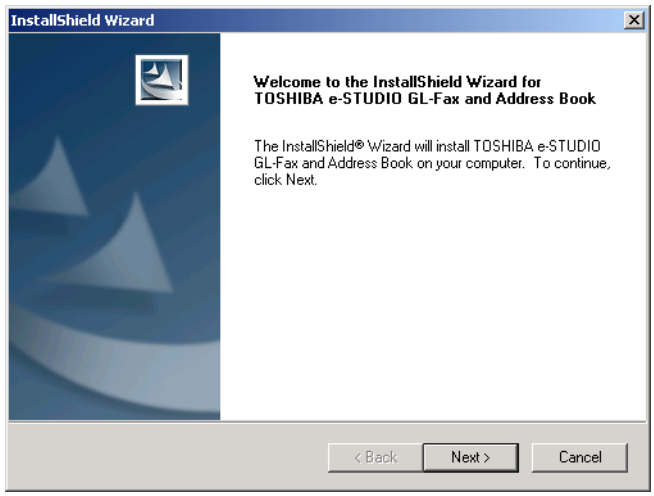
The recommended installation location is: `C:\Program Files\TOSHIBA\TOSHIBA e-STUDIO GL-Fax and Address Book`.

Installing From the CD-ROM

1. Insert the e-STUDIO Fax Client CD-ROM into the CD-ROM drive.
2. If AutoRun is enabled, the setup program begins automatically.

   If not, choose **Run** from the Start menu and then locate the `setup.exe` file on the CD.
3. Click **OK** to launch the setup program.

The installation wizard leads you through the process of installing the fax driver and address book.

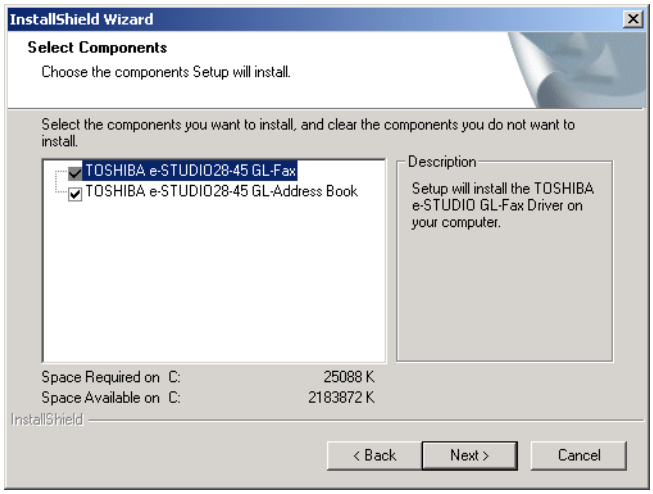

InstallShield Wizard
Welcome to the InstallShield Wizard for TOSHIBA e-STUDIO GL-Fax and Address Book
The InstallShield® Wizard will install TOSHIBA e-STUDIO GL-Fax and Address Book on your computer. To continue, click Next.
< Back
Next >
Cancel

InstallShield Setup Window

4 Follow the setup wizard as it leads you through the installation steps.

You are prompted to supply the following information:

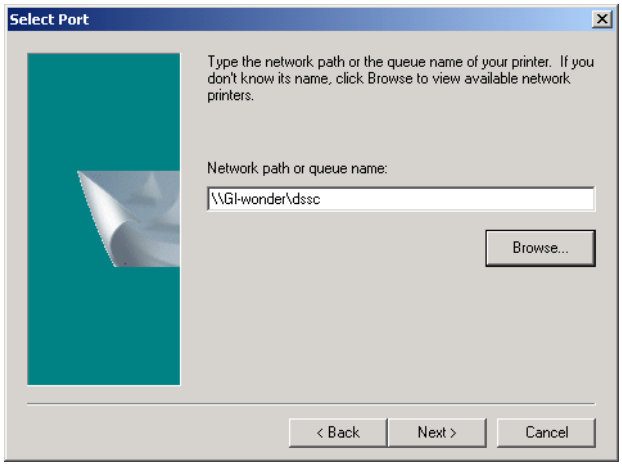
- Enter a destination directory or accept the default location, which is `C:\Program Files\GL-1010\Toshiba e-STUDIO GL-Fax & Address Book`.
- Select the **TOSHIBA e-STUDIO28-45 GL-Fax** and **TOSHIBA e-STUDIO28-45 GL-Address Book**.


InstallShield Wizard
Select Components
Choose the components Setup will install.
Select the components you want to install, and clear the components you do not want to install.
TOSHIBA e-STUDIO28-45 GL-Fax
TOSHIBA e-STUDIO28-45 GL-Address Book
Description
Setup will install the TOSHIBA e-STUDIO GL-Fax Driver on your computer.
Space Required on C: 25088 K
Space Available on C: 2183872 K
InstallShield
< Back
Next >
Cancel

e-STUDIO Fax Client CD-ROM InstallShield Window

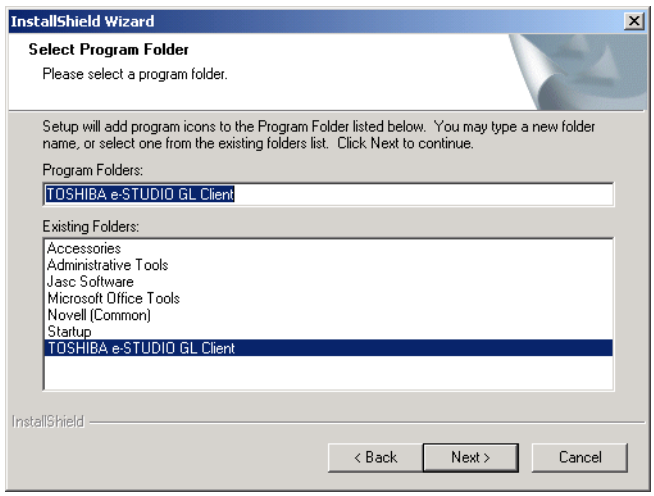
- Enter the network path to the printer or the queue name as `\\<device name>\dssc`.

Note: The dssc internal queue is the only queue that supports fax.


Select Port
Type the network path or the queue name of your printer. If you don't know its name, click Browse to view available network printers.
Network path or queue name:
\\GI-wonder\dssc
Browse...
< Back
Next >
Cancel

The Select Port Dialog Box

- Select a program group to which the tools icons will be added, or accept the default folder, **TOSHIBA e-STUDIO GL Client**.


InstallShield Wizard
Select Program Folder
Please select a program folder.
Setup will add program icons to the Program Folder listed below. You may type a new folder name, or select one from the existing folders list. Click Next to continue.
Program Folders:
TOSHIBA e-STUDIO GL Client
Existing Folders:
Accessories
Administrative Tools
Jasc Software
Microsoft Office Tools
Novell (Common)
Startup
TOSHIBA e-STUDIO GL Client
InstallShield
< Back
Next >
Cancel

InstallShield Wizard -- Select Program Folder Page

- When the setup program finishes copying the necessary files to your computer, you are prompted to view the `ReadMe` file. Deselect the checkbox if you want, and then click **Finish** to exit the Setup Wizard. If you select a new file location, the directory name must conform to the DOS 8.3 naming convention of an eight-character file name and a three-character file extension.

5 Reboot the workstation.

6 Verify the installation by selecting the **TOSHIBA GL Address Book** from the TOSHIBA e-STUDIO GL Client program group. If the GL-Address Book Editor does not open, repeat Steps 1-5.

Adding Printers

The following procedure varies for Windows 9x, Windows Me, Windows NT, Windows 2000, and Windows XP. The screen shots in the procedure below illustrate the Windows 2000 options, but differences from Windows 9x, Windows Me, Windows NT, and Windows XP options are noted.

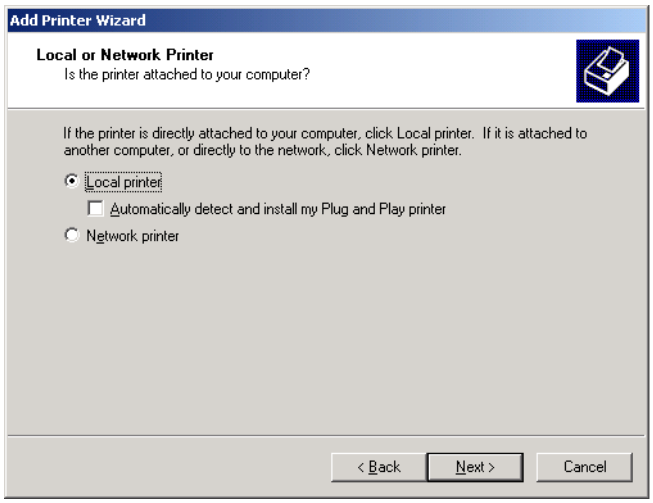
1 From the Windows Start menu, choose **Settings > Printers**.

2 From the Printers window, double-click **Add Printer** to launch the Add Printer Wizard.

3 Click Next.

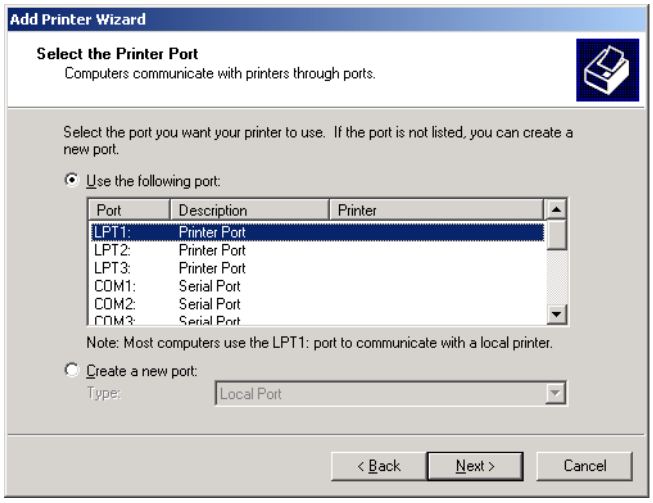
4 Depending on the operating system, select the following option:

- Windows 9x/NT/Me/2000/XP: **Local Printer**


Add Printer Wizard
Local or Network Printer
Is the printer attached to your computer?
If the printer is directly attached to your computer, click Local printer. If it is attached to another computer, or directly to the network, click Network printer.
Local printer
Automatically detect and install my Plug and Play printer
Network printer
< Back
Next >
Cancel

Add Printer Wizard -- Select Printer Type

5 Click **Next**. The Select Printer Port dialog box opens.

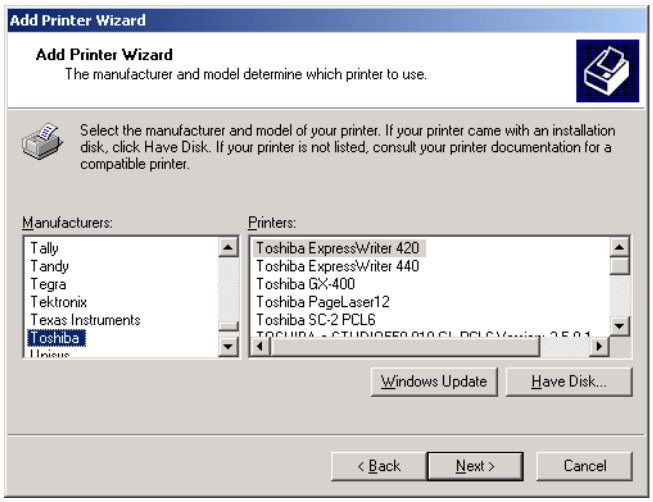

Add Printer Wizard
Select the Printer Port
Computers communicate with printers through ports.
Select the port you want your printer to use. If the port is not listed, you can create a new port.
Use the following port:
Port
Description
Printer
LPT1: Printer Port
LPT2: Printer Port
LPT3: Printer Port
COM1: Serial Port
COM2: Serial Port
Note: Most computers use the LPT1: port to communicate with a local printer.
Create a new port:
Type:
Local Port
< Back
Next >
Cancel

Add Printer Wizard -- Select Printer Port

6 If the port already exists, scroll down the list of ports and select the `\\<device name>\dssc` port.

If the port does not exist, select **Create New Port**, then select **Local Port** and click **OK**.

Enter `\\<device name>\dssc` in the Port Name dialog box and click **Next**.



Add Printer Wizard -- Select Printer by Manufacturer and Type

7 Click **Next**.

8 Click **Have Disk**.

9 Place the e-STUDIO Fax Client CD-ROM in the CD-ROM drive and select the CD-ROM drive in the dialog box.

10 Double-click the correct folder for your operating system:

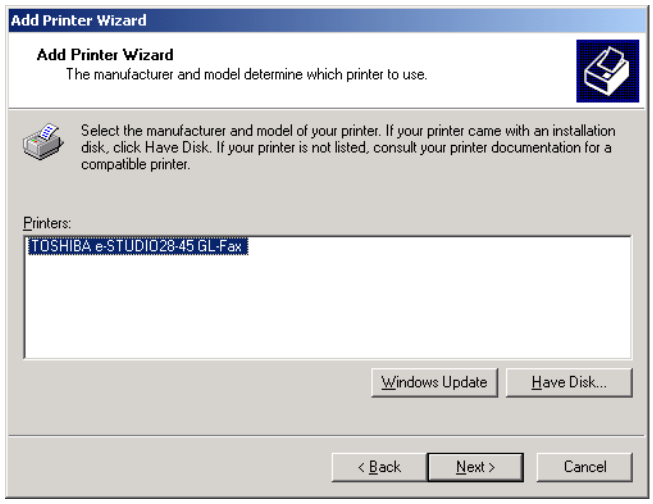
- Fax 2K-XP for Windows 2000 and Windows XP
- Fax 9x-Me for Windows 9x or Windows Me
- Fax NT for Windows NT

11 Double-click the correct language folder.

12 Select the `OEMSETUP.INF` file and click **Open**.

13 Click **OK**.

14 Select the driver from those displayed.


Add Printer Wizard
Add Printer Wizard
The manufacturer and model determine which printer to use.
Select the manufacturer and model of your printer. If your printer came with an installation disk, click Have Disk. If your printer is not listed, consult your printer documentation for a compatible printer.
Printers:
TOSHIBA e-STUDIO28-45 GL-Fax
Windows Update
Have Disk...
< Back
Next >
Cancel

Add Printer Wizard -- Select the Fax Driver

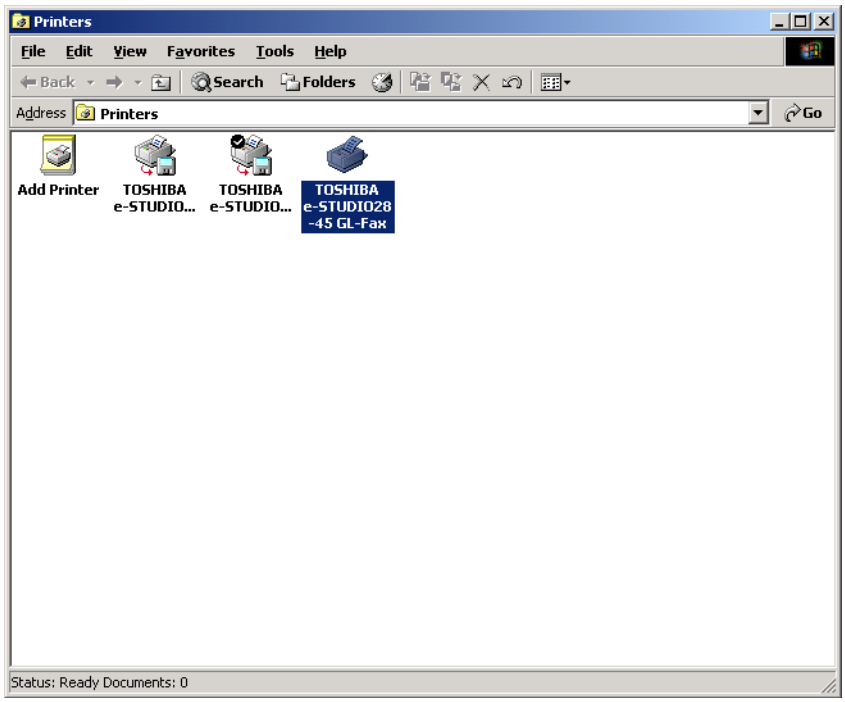
15 Click **Next**.

Note: The fax driver is not Windows certified. If you receive a message stating that the Digital Signature was not found, click **Yes** to install the driver.

16 Follow the Add Printer Wizard as prompted until you are notified that the fax driver has been installed successfully.

Note: If the Add Printer Wizard detects previously installed software, you are prompted to either keep or replace the existing driver. If the controller software has been updated recently, TOSHIBA recommends that you replace the driver. Otherwise keep the existing driver.

The new fax driver now appears in the Windows Printer folder.



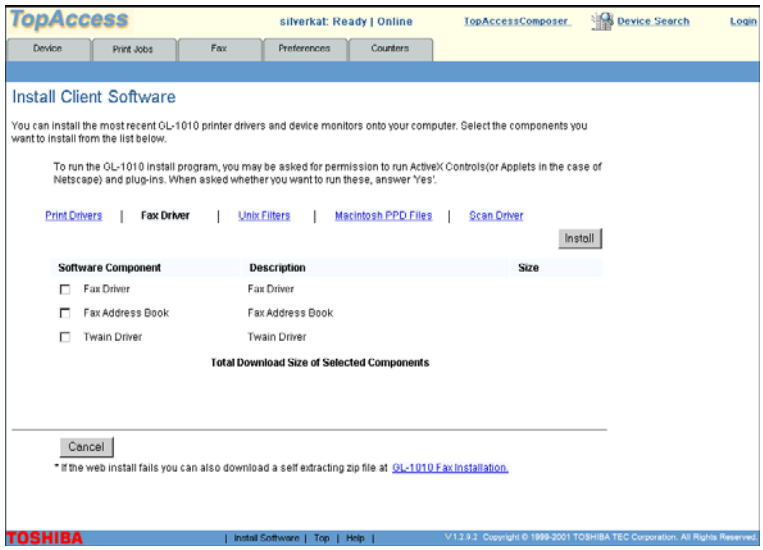
Windows Printers Window with Fax Driver Highlighted

Installing from TopAccess

If the system administrator has uploaded the software to the controller, users can install the software on their workstations by downloading it from the controller through TopAccess.

1 Open TopAccess from your workstation.

2 Click the **Install Software** link at the bottom of the page.


TopAccess
silverkat: Ready | Online
TopAccessComposer
Device Search
Login
Device
Print Jobs
Fax
Preferences
Counters
Install Client Software
You can install the most recent GL-1010 printer drivers and device monitors onto your computer. Select the components you want to install from the list below.
To run the GL-1010 install program, you may be asked for permission to run ActiveX Controls(or Applets in the case of Netscape) and plug-ins. When asked whether you want to run these, answer 'Yes'.
Print Drivers | Fax Driver | Unix Filters | Macintosh PPD Files | Scan Driver
Install
Software Component
Description
Size
Fax Driver
Fax Driver
Fax Address Book
Fax Address Book
Twain Driver
Twain Driver
Total Download Size of Selected Components
Cancel
* If the web install fails you can also download a self extracting zip file at GL-1010 Fax Installation.
TOSHIBA
| Install Software | Top | Help |
V1.2.9.3 Copyright © 1999-2001 TOSHIBA TEC Corporation. All Rights Reserved.

TopAccess -- Install Client Software Page

3 Click the **Fax Driver** link.

4 Check the boxes for the software components that you want to install.

5 Click **Install**.

Uninstalling the Driver

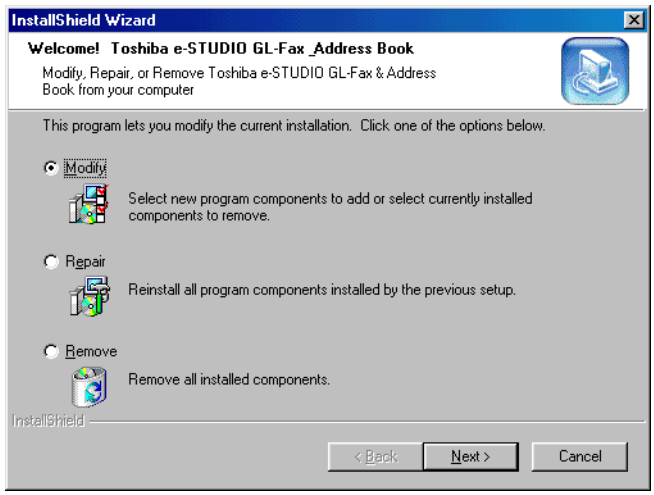
If you want to remove the client software from your local workstation, you can do so.

1 If open, close the GL-Fax Driver or GL-Fax Address Book applications.

2 Insert the e-STUDIO Fax Client CD-ROM into the CR-ROM drive. If AutoRun is enabled, the InstallShield Setup Wizard runs automatically.

Otherwise, choose **Run** from the Start menu and then locate the `setup.exe` file on the CD-ROM.

3 Click **OK** to launch the setup program.


InstallShield Wizard
Welcome! Toshiba e-STUDIO GL-Fax _Address Book
Modify, Repair, or Remove Toshiba e-STUDIO GL-Fax & Address Book from your computer
This program lets you modify the current installation. Click one of the options below.
Modify
Select new program components to add or select currently installed components to remove.
Repair
Reinstall all program components installed by the previous setup.
Remove
Remove all installed components.
InstallShield
< Back
Next >
Cancel

Uninstall Wizard

4 Select **Remove** to uninstall all previously installed e-STUDIO components from the client workstation.

5 Follow the instructions in the setup wizard as files are removed from your system.

6 Click **Finish** to exit the setup program.

You may need to reboot your system before all components, such as the program items from the Windows Start menu, are completely removed.

3 Setup

Before you use the fax capability of the system, you should set up several options including:

- Sender Information
- Your Address Book
- Mailboxes for incoming fax routing

This chapter explains how to customize your fax capability for your specific needs.

What are Fax Properties?

Fax properties are the attributes users can set to define sender and recipient information, final fax appearance, and time for processing fax jobs. For example, you may select **Send Fax Now** or **Send Fax Later** which determines when the fax will be transmitted. You might also select fax properties such as resolution and page orientation. You can select individual contacts and groups to be added to the send TO list. The names listed in the send TO list define whom the fax will be sent to. The fax driver includes many user-configurable properties, which are intuitively organized on property pages.

Printer Versus Document Print Properties

Fax properties come in two varieties: *fax sticky* and *document sticky*. That is, some properties are specific to the fax device (fax sticky, are associated with the fax device itself), while others pertain only to the document being printed (document sticky, are associated only with that particular document). Examples of document print properties include orientation and input source.

There are two ways to set properties: through the Windows Printers folder or within the application you are printing from. Generally, you can set fax attributes and, in Windows NT/2000 and Windows XP environments, document attributes via the Printers folder. You can use Document Defaults (Windows NT 4.0) and Printing Preferences (Windows 2000 and XP) via the Printers folder to set the document attributes and printer attributes. By contrast, those properties set within an application are document sticky only; when you close the application, the print properties you set are lost.

Furthermore, some applications allow you to specify attributes that are mirrored by the driver. For example, most applications allow you to define the page orientation from a Page Setup or similar dialog box. Whenever this is the case, the application settings defined for the document take precedence over the driver settings. So, to continue with the above example, if the page setup indicates a portrait orientation, and you select the landscape property within the driver, the document is printed in portrait mode.

Setting Fax Properties

Accessing Fax Properties

The GL Fax Driver utility allows you to set up and configure fax properties, such as sender and recipient information and cover sheet details. Specifically, you can perform the following functions:

- Select fax recipients from the address book
- Add new contacts to the address book
- Set the fax resolution
- Delayed fax
- Update recipient information
- Customize cover sheets

To access the fax properties, users select the **Properties** button from the Print dialog box. For further instructions, refer to (Sending Faxes chapter)

Send Properties

The Send Properties page enables you to select fax recipients, contacts and groups, from the address book.

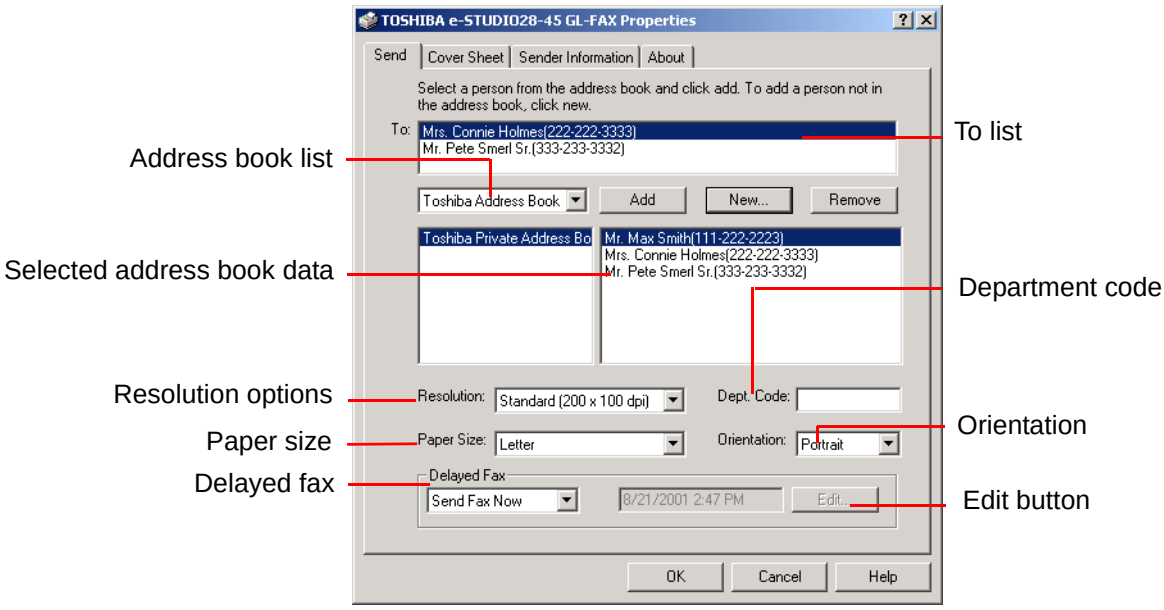
The address book list control allows users to navigate through the address book hierarchy, and access the properties of a selected item.

The Send page is divided into two panes. The left pane contains the Groups. The right pane displays the members of the selected group or if the Toshiba e-STUDIO GL Address Book is selected, all of the members of the entire address book. Selecting a group in the left pane displays all the members of the selected group in the right pane.

The **To** list box contains the list of recipients. When you select a contact and click the **Add** button, the contact moves to the **To** recipients list. Selecting a group in the left pane without selecting any individual member of the group in the right, then clicking the **Add** button, adds the selected group and all of its members to the **To** list.

Using the Send page users can define the fax transmission schedule, resolution and page layout, department code, and setup fax scheduling.

For further information, refer to ***Faxing*** on page 35.



Fax Driver Properties -- Send Tab

- **Address Book List:** contains a listing of all the contacts and groups in the address book. Selecting a contact or member in the list displays the contact or members of the group in the right pane.
- **Selected Address Book Data:** contains the people and groups selected from the address book.
- **Resolution Options:** select the resolution at which the fax transmission will be sent.
- **Paper Size:** Select the paper size of the original document.
- **Delayed Fax:** allows users to **Send Fax Now** or **Send Fax Later**.
- **To:** contains the list of the selected fax recipients.
- **Department Code:** Maximum 5-digit department code to identify sending department.
- **Orientation:** identifies the orientation of the original document.
- **Edit:** lets you set the scheduled date and time.

Paper Size Conversions

For document size, A4, B4, A3, LT, LG Computer, LD, and Folio, are acceptable original sizes. The size of the originals that can be sent is determined by (negotiation?) annotation with the destination fax. Once the fax communication is negotiated, the size of the original is converted

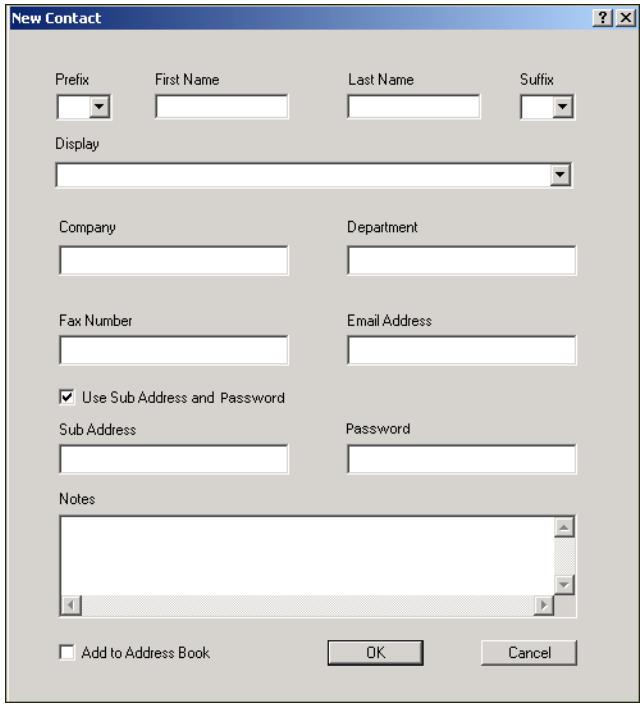
on the FAX board. If the client user uses a document size other than one of the above sizes, it is converted according to the following table:

Original Document	Scale To	Action
A5	A4	Rotate 90
B5	B4	Rotate 90
Statement	Letter	Rotate 90
Smaller A5 or Statement	A4	Add white lines
Larger then A3	A3	Reduce to A3
Larger then Ledger	Ledger	Reduce to Ledger

Contact Properties

The Contact Properties dialog box opens whenever a user double-clicks a contact in the Contact List (right pane) of the Send Properties page. The Contact Properties dialog allows users to enter all the contact information for a fax recipient such as a Prefix, First Name, Last Name, Display, Suffix, Company, Department, Fax Number, E-mail Address, Use Sub Address and Password (check box), Sub Address, Password, and Notes.

For further information, refer to ***GL-FAX Address Book Viewer*** on page 55.

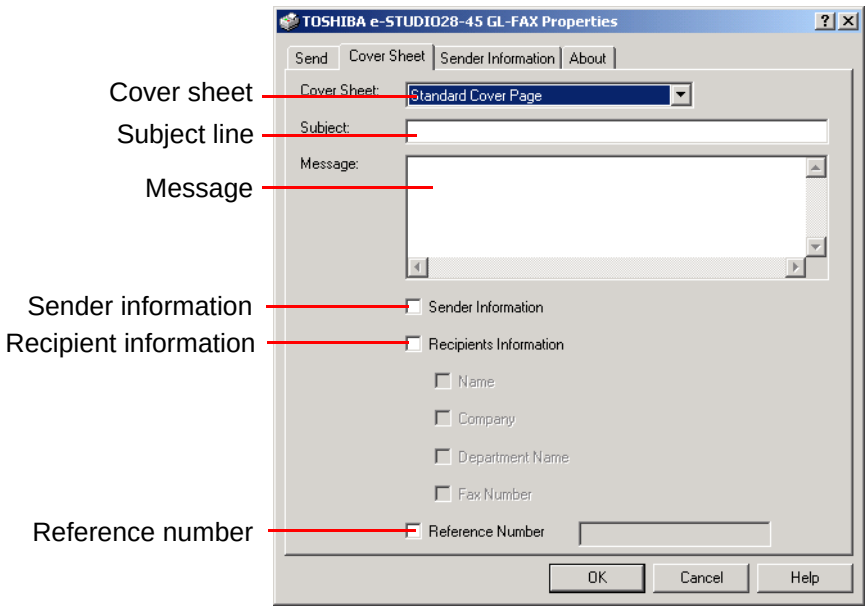


Fax Driver Properties -- Contact Properties Dialog Box

Cover Sheet Properties

The Cover Sheet property page lets users send a cover sheet with a fax transmission. The cover sheet is merged with the recipients in the **To** list in the Send page to create a final fax cover sheet. Users can select what to

include on the cover sheet such as sender or recipient information. For further information, refer to Faxing Chapter.



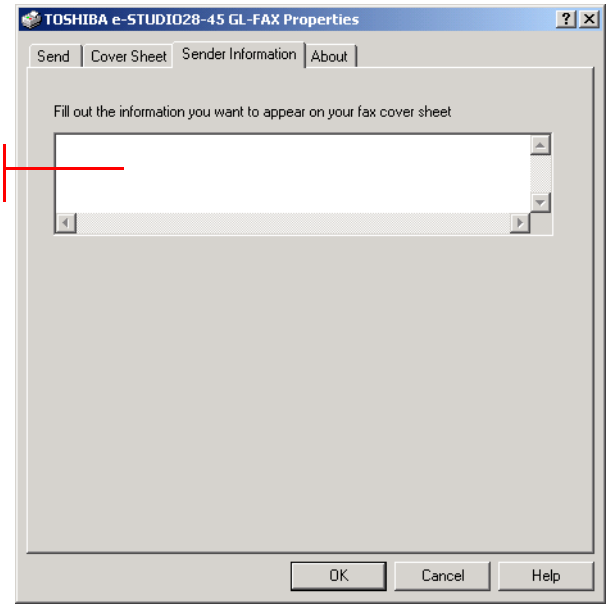
Fax Driver Properties -- Cover Sheet Tab

- **Cover Sheet:** adds a cover sheet and sends it as the first page of the fax transmission.
- **Subject:** enter a subject line which will be included on the cover sheet.
- **Message:** add a message which will be included on the cover sheet.
- **Sender Information:** check to include the sender information on the cover sheet.
- **Recipient Information:** check to include the recipient information on the cover sheet. Click the checkboxes for the types of recipient information to add to the cover sheet as well.
  - Name
  - Company
  - Department Name
  - Fax Number
- **Reference Number:** click to enable the reference number text box and to include the reference number on the cover sheet. If you want to include a reference number, enter the number in the text box.

Sender Properties

The Sender Information page allows users the ability to enter the sender's personal information to be displayed on outbound faxes. For further information, refer to Faxing Chapter.

Note: This information is only displayed on the cover page if **Sender Information** is selected on the Cover Sheet page.



The sender information entered here appears on the fax cover sheet.

Fax Driver Properties -- Send Tab

Setting up Mailboxes for Incoming Fax Routing

In TopAccess, you can set up mailboxes for incoming fax routing. TopAccess allows you to specify a mailbox number, owner, comment, notification options, and e-mail address.

A user can assign a password to each mailbox if needed. This password is for the protection of the mailbox, but does not apply to a fax job's sender-specified password. This means that even if the sender-specified password of a fax job does not match the mailbox password, the job is not rejected and is treated as a normal inbound fax job. Mailboxes with a password are shown with a lock icon.

By default, the system has two predefined mailboxes.

- : For jobs without a sub address, shown as - *(Undefined)*

? : For jobs with an unknown or undefined sub address, shown as *? (Unregistered)*

These system mailboxes cannot be deleted but their properties, except the mailbox number, can be edited. Using these special mailboxes, users can

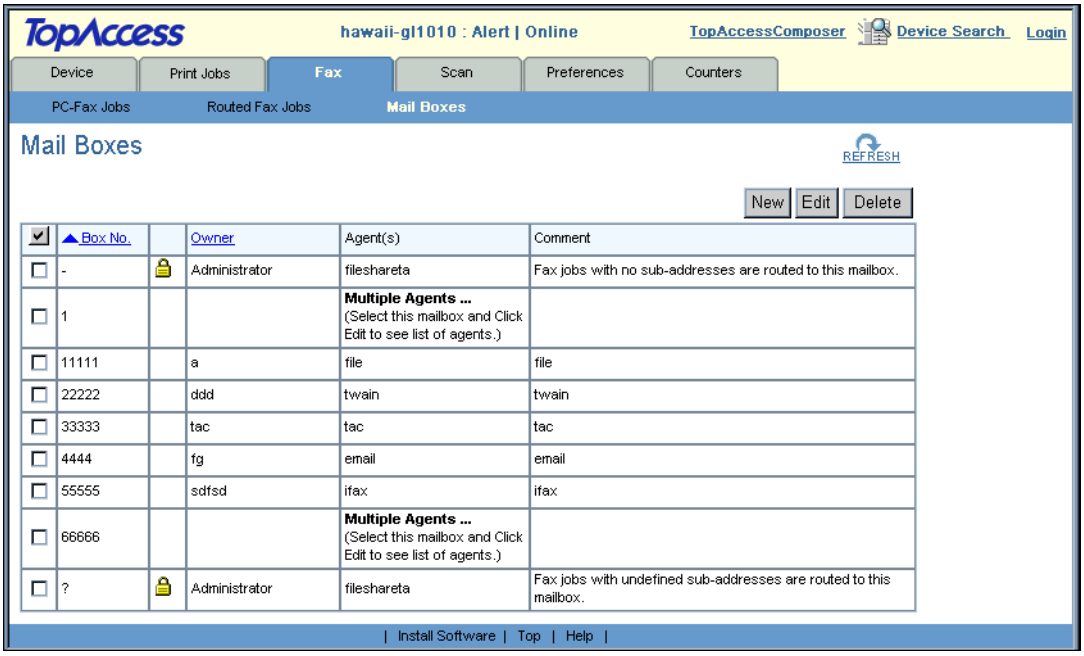
process any fax jobs routed to the controller without having to create any other mailboxes.

Creating a New Mailbox

To set up a mailbox for incoming fax routing:

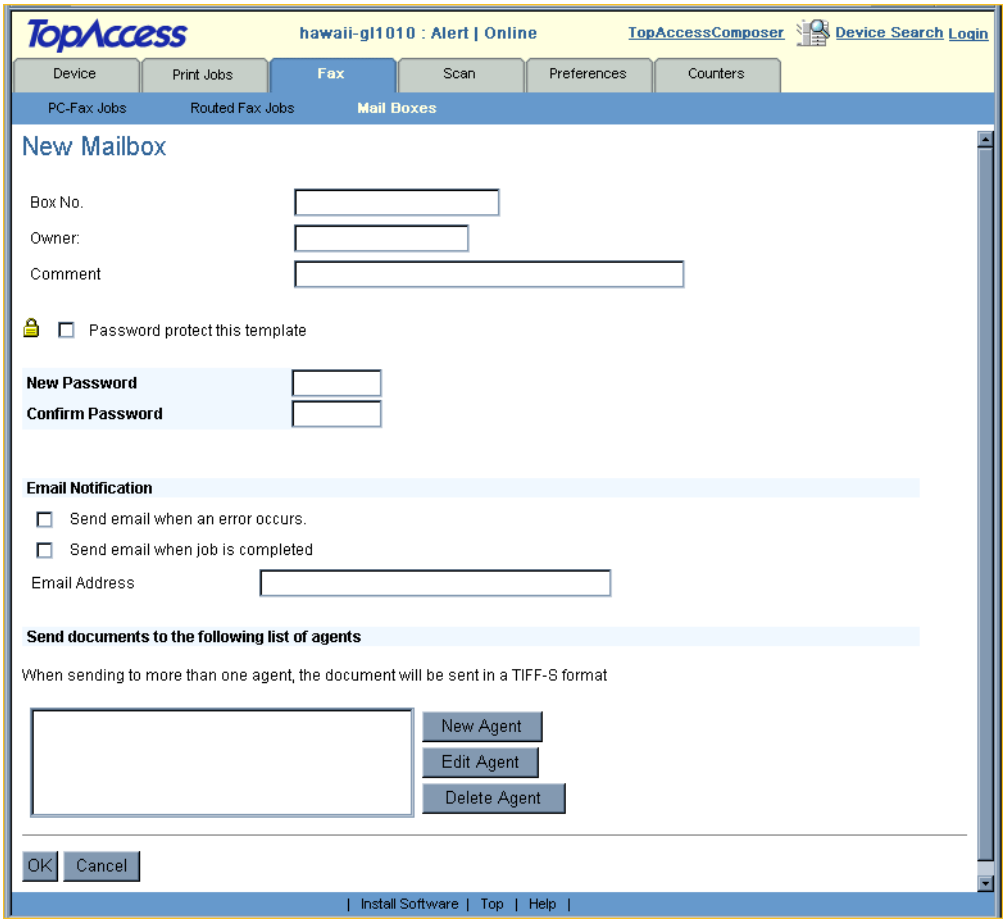
1 Click the **Fax** tab.

2 Click the **Mail Boxes** submenu.



Fax Tab -- Mail Boxes Page

3 Click **New**. The New Mailbox page opens.



New Mail Box Page

4 Enter the box number (required) in the **Box Number** text box.

Note: If the mailbox number created exists also in the copier fax, the incoming fax is not routed to the controller.

5 If desired, enter the **Owner** and **Comment** in the respective text boxes.

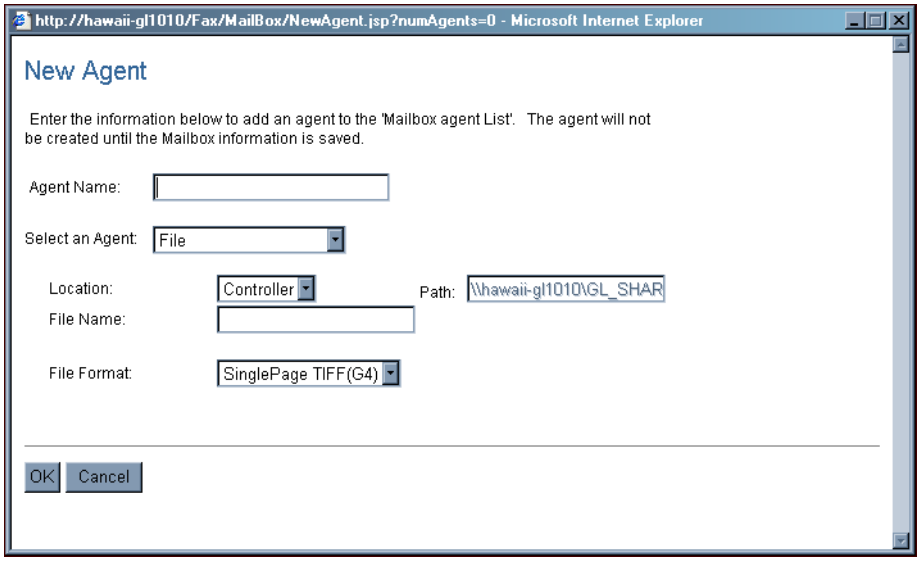
6 If you want to password protect this mailbox, click the **Password protect this template** checkbox. Checking this box enables the **New Password** and **Confirm Password** fields.

7 If you checked the **Password protect this template** checkbox in Step 6, type a password into the **New Password** text box.

8 If you checked the **Password protect this template** checkbox in Step 6, type the same password into the **Confirm Password** text box.

9 Select any notification options and enter an e-mail address.

10 Click **New Agent.** The New Agent dialog box opens.



The New Agents Dialog Box

11 Enter an **Agent Name** in the text box.

12 Select a transfer agent from the **Select an Agent** pull-down list. Depending on the agent you select, the remainder of the fields will vary.

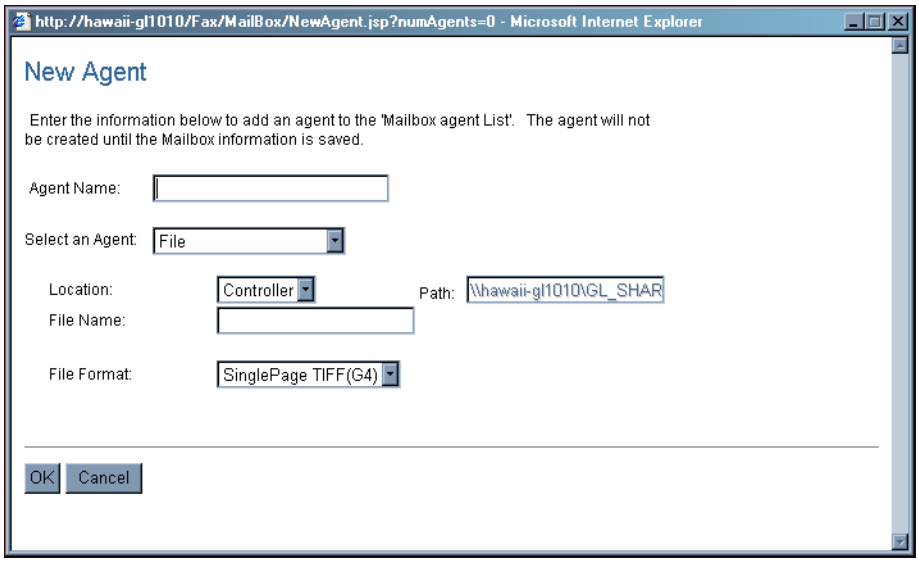
TWAIN:

- Nothing more to configure

File:

- **Location -** The location is pre-configured by the administrator. Depending on the configuration, you may have to enter the name of the network folder of your choice or choose from a pre-determined folder on the network or the folder in the controller
- **Path -** The path is also pre-configured by the administrator. Depending on the configuration, you may have to enter the name of the network folder of your choice or choose from a pre-determined folder on the network or the folder in the controller
- **File Name -** Type in the filename you want for the incoming fax

- **File Format -** Select the file format from **SinglePage TIFF (G4)**, **MultiPage TIFF (G4)**, or **PDF**

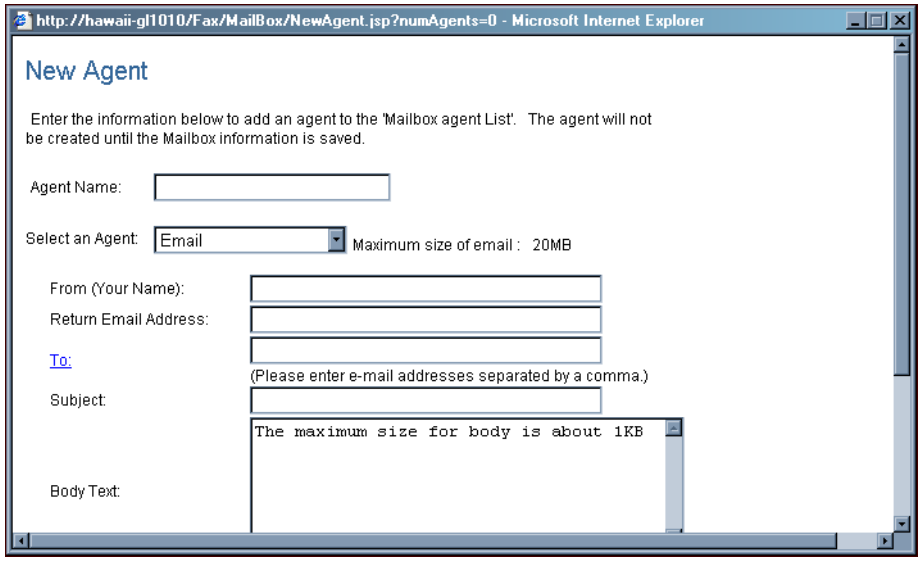


File Agent Settings

E-mail

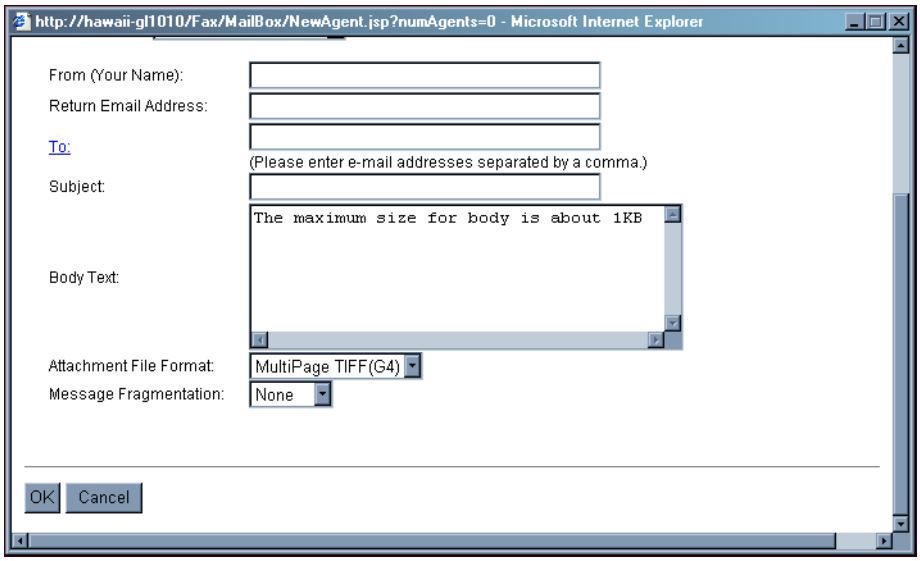
- **From (Your Name) -** Enter your name
- **Return E-mail Address -** Enter an e-mail address or e-mail addresses separated by commas
- **To -** Enter an e-mail address or addresses separated by commas or click the To link to select from the address book
- **Subject -** Enter a subject

- **Body Text -** Enter the message you want to send or **No Message**


http://hawaii-gl1010/Fax/MailBox/NewAgent.jsp?numAgents=0 - Microsoft Internet Explorer
New Agent
Enter the information below to add an agent to the 'Mailbox agent List'. The agent will not be created until the Mailbox information is saved.
Agent Name:
Select an Agent:
Email
Maximum size of email : 20MB
From (Your Name):
Return Email Address:
To:
(Please enter e-mail addresses separated by a comma.)
Subject:
The maximum size for body is about 1KB
Body Text:

E-mail Agent Settings - Top of Screen

- **Attachment File Format -** Select the file format from **MultiPage TIFF (G4)** or **PDF**
- **Message Fragmentation -** Select the desired fragmentation

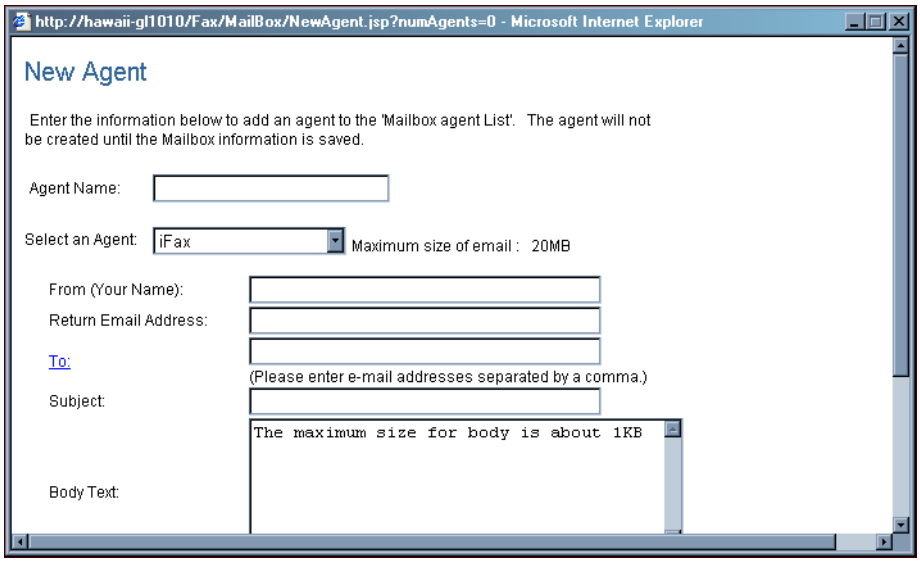


E-mail Agent Settings - Bottom of Screen

iFax

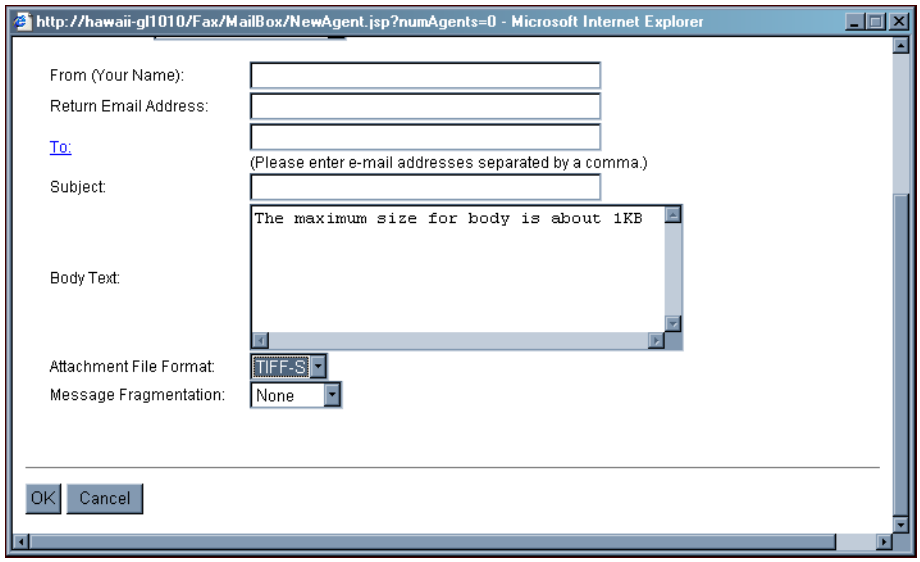
- **From (Your Name) -** Enter your name
- **Return E-mail Address -** Enter an e-mail address or e-mail addresses separated by commas

- **To -** Enter an e-mail address or addresses separated by commas or click the To link to select from the address book
- **Subject -** Select the predefined **Subject** or enter one of your own
- **Body Text -** Enter the message you want to send or **No Message**


http://hawaii-gl1010/Fax/MailBox/NewAgent.jsp?numAgents=0 - Microsoft Internet Explorer
New Agent
Enter the information below to add an agent to the 'Mailbox agent List'. The agent will not be created until the Mailbox information is saved.
Agent Name:
Select an Agent:
iFax
Maximum size of email : 20MB
From (Your Name):
Return Email Address:
To:
(Please enter e-mail addresses separated by a comma.)
Subject:
The maximum size for body is about 1KB
Body Text:

iFax Agent Settings - Top of Screen

- **Attachment File Format -** The format used is **TIFF-S**
- **Message Fragmentation -** Select the desired fragmentation



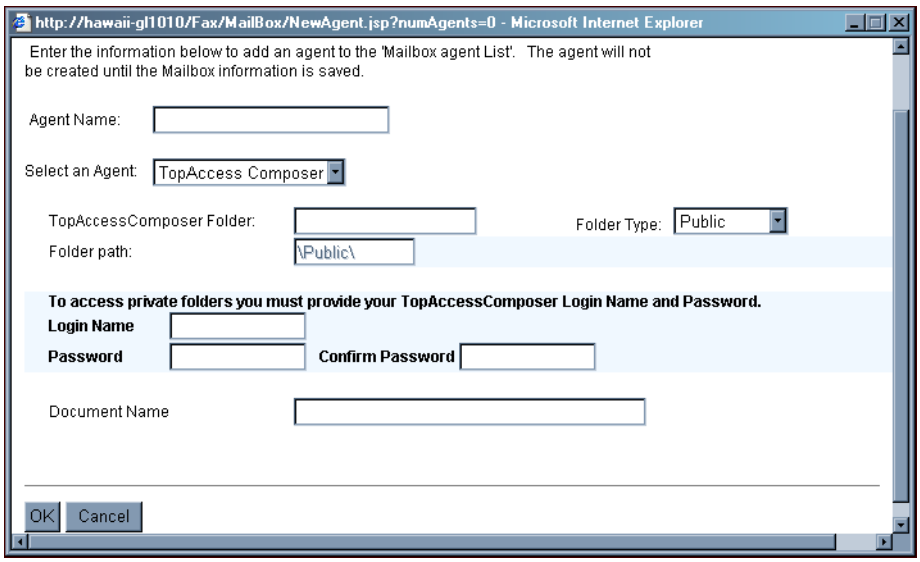
iFax Agent Settings - Bottom of Screen

TopAccessComposer

- **TopAccessComposer Folder -** Enter the folder name where the routed fax is to be deposited. The folder may or may not exist.

Folder names consist of ASCII characters except for the following: / \ : * ? " <> | & = # ' % ; . [ ] { } and space. The maximum size of a folder name is 64 characters.

- **Folder Type -** Select **Public**, **Private**, or **Department** from the pull-down list
- **Folder Path -** The path name is shown in this text box and cannot be changed
- **Login Name -** Enter your TopAccessComposer login name
- **Password -** Enter your TopAccessComposer password
- **Confirm Password -** Enter your TopAccessComposer password again
- **Document Name -** Type the document name that you want. The document name is automatically determined for you at the time of reception by what you enter in this field

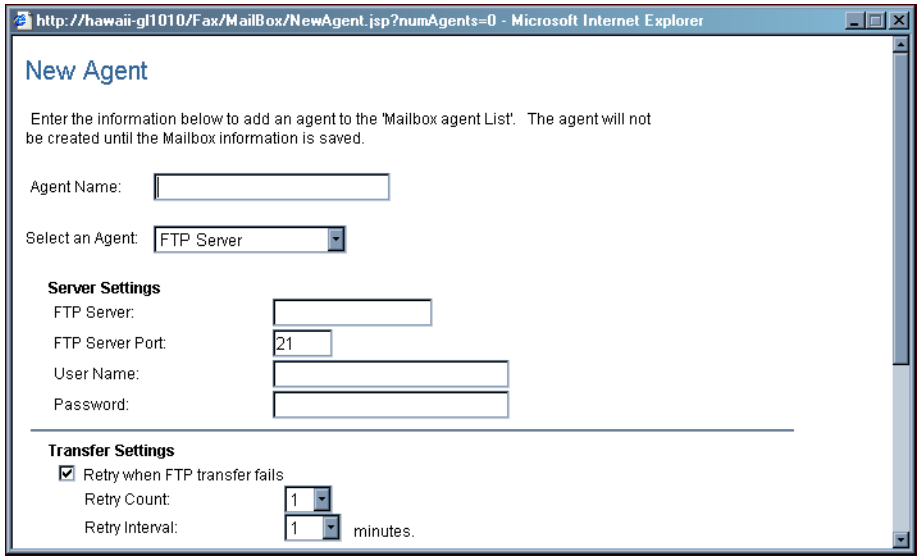


TopAccessComposer Agent Settings

FTP Server

- FTP Server - Enter the name or IP address of the FTP server where you want to send the fax
- FTP Server Port - Enter the FTP server port number
- User Name - Enter the user name for the account that has access to the FTP server
- Password - Enter the password for the account that has access to the FTP server

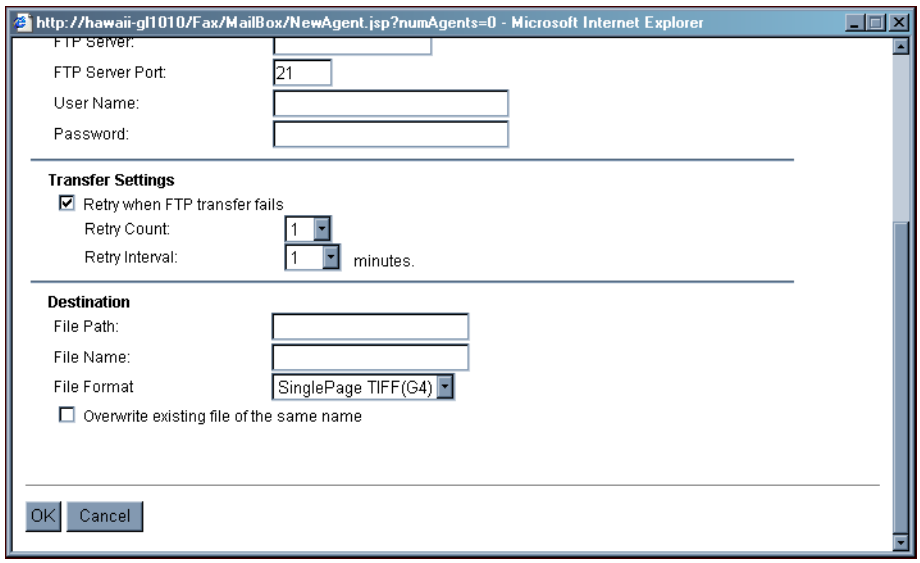
- Retry when FTP transfer fails - Check this box to enable transfer retries. Checking this box enables the **Retry Count** and **Retry Interval** fields
- Retry Count - Select the number of retries from the pull-down list
- Retry Interval - Select the number of minutes between retries from the pull-down list



FTP Server Agent Settings - Top of Screen

- File Path - Enter the file path to the directory where you want the fax sent
- File Name - Enter the file name for the fax
- File Format - Select the file format from **SinglePage TIFF (G4)**, **MultiPage TIFF (G4)**, or **PDF**

- Overwrite existing file of the same name - Check this box if you want the fax file to overwrite and replace earlier faxes or other documents with the same name.



FTP Server Agent Settings - Bottom of Screen

13 Click **OK** to add the agent to the mailbox or **Cancel** to return to the New Mailbox page without adding the agent.

14 To add another agent, click **New Agent** again. To edit an existing agent, select the agent from the list and click **Edit Agent**. To remove an agent from the list, select the agent and click **Delete Agent**.

15 When you have finished adding agents, click **OK** to create the mailbox or **Cancel** to return to the Mail Boxes page without adding a mailbox.

It is possible to override the controller mailbox by editing or creating a mailbox from the copier front panel that has the same number. In this case, the copier mailbox takes control over the fax job with the defined sub address and the mailbox in the controller is ignored.

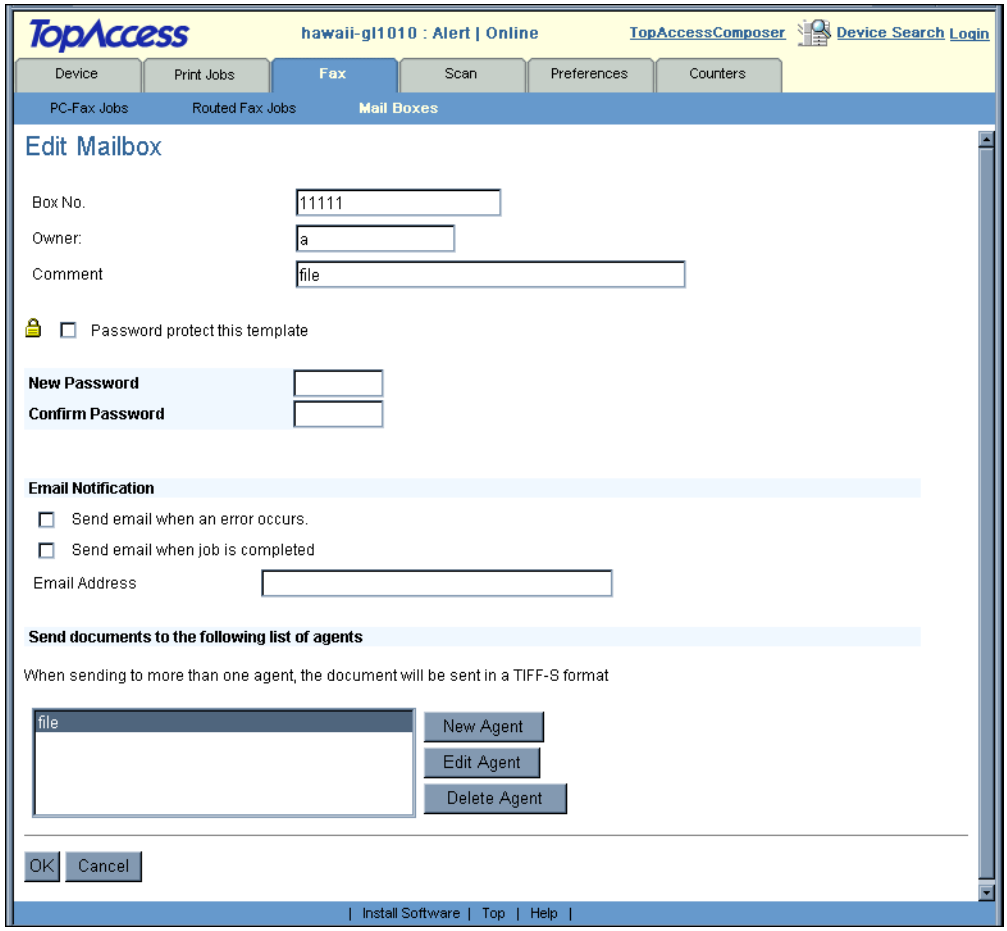
Editing an Existing Mailbox

To edit a mailbox for incoming fax routing:

1 Click the **Fax** tab.

2 Click the **Mail Boxes** submenu.

3 Click **Edit**. The Edit Mailbox page opens.



Edit Mail Box Page

4 Change the box number (required) in the **Box Number** text box.

Note: If the mailbox number created exists also in the copier fax, the incoming fax is not routed to the controller.

5 If desired, enter or change the **Owner** and **Comment** in the respective text boxes.

6 If you want to password protect this mailbox, click the **Password protect this template** checkbox. Checking this box enables the **New Password** and **Confirm Password** fields. To disable password protection, click the check box again to clear it.

7 If you checked the **Password protect this template** checkbox in Step 6, type a password into the **New Password** text box.

8 If you checked the **Password protect this template** checkbox in Step 6, type the same password into the **Confirm Password** text box.

9 Select any notification options and enter an e-mail address.

10 Add or edit the agent(s) using the **New Agent**, Edit Agent, and Delete Agent buttons. See ***Creating a New Mailbox*** on page 23 for details of setting the agent settings.

11 When you have finished editing the mailbox, click **OK** to enable your changes or **Cancel** to return to the Mail Boxes page without changing the mailbox.

4 Faxing

This chapter includes step-by-step procedures for printing to the fax driver, selecting recipients, optionally including cover sheets, and sending a fax from within an application. It also outlines several methods of retrieving routed fax documents.

Overview

You can use the GL-Fax Driver to electronically fax documents from your computer to one or more recipients.In addition, you can select fax properties, fax schedule options, include fax cover sheets, and edit sender information.

Summary Steps

The following outline summarizes the steps for sending a fax from your desktop:

- Print to the fax driver.
- Add recipients' names and fax numbers.
- Select a default cover page (optional).
- Send the fax.

  Note: Faxing hard-copy documents must be performed as a walk-up function from the digital copier control panel.

Using the Network Fax Function

Preparing Documents for Faxing

To see how objects such as headers, footers, or graphics, will be positioned on a fax page, switch to the page layout view of your application. If the software application you are using provides a **Print Preview** option, you can use it to view your fax before sending it.

Faxing from Windows Applications

In most Windows applications, you can print an open document to the network-connected digital copier.

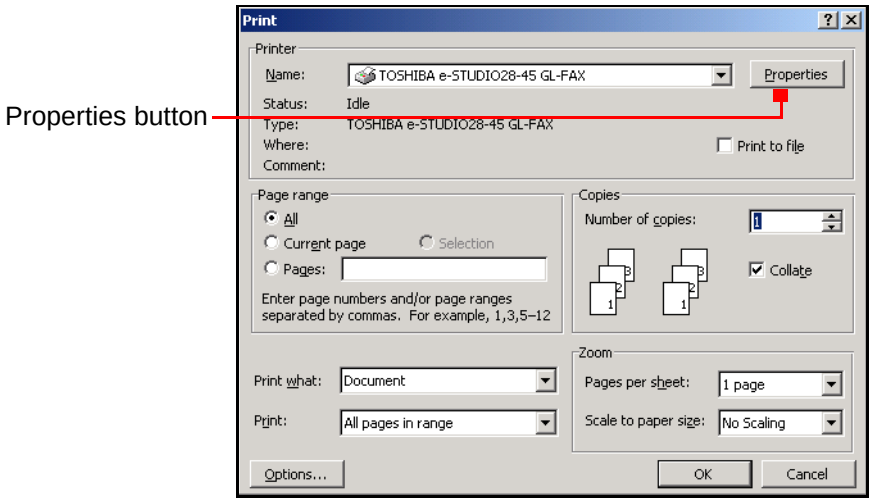
Note: Refer to the application printed documentation and online Help for details of the menu path and print options.

1 Choose **Print** from the File menu.

2 From the list of printers, select the digital copier that has the fax option installed.

3 Click **Properties**.

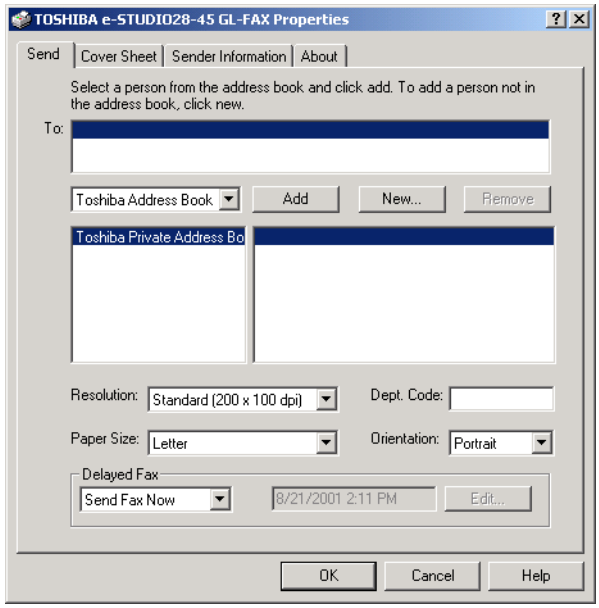
Depending on the application you are using, you may have to access printer properties from a **Setup** or **Options** button instead. Consult your user documentation if you are unsure.



Print Dialog Box (Microsoft Word)

The GL-Fax Driver main dialog box opens, with the Send tab displayed.

4 Set the desired fax properties from the GL-Fax Driver dialog box tabs. Use the **Properties** button to access the dialog boxes to set up your fax.



Fax Driver Properties -- Send Tab

Each property sheet contains settings that control the way your fax is printed, when it will be sent, who will receive the fax, and cover sheet options. The following sections summarize the options included on each tab.

Selecting Recipients

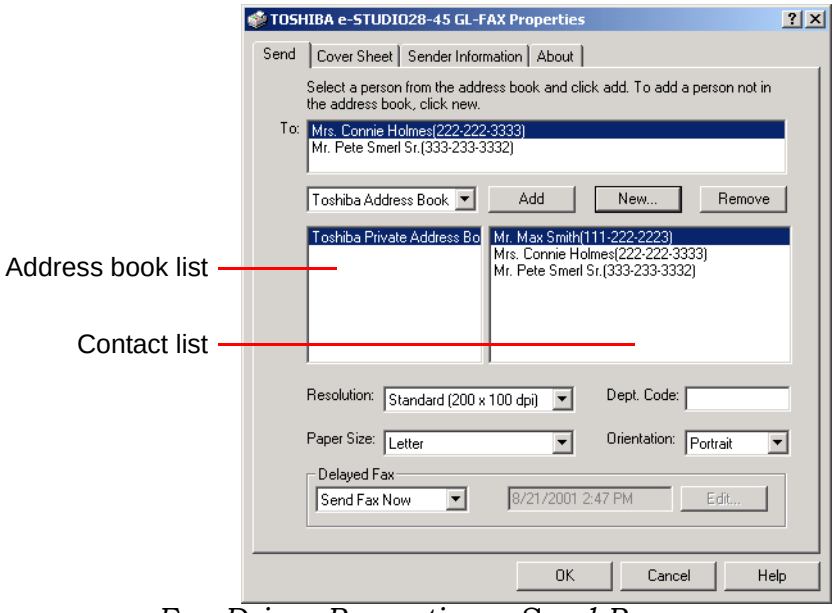
You must specify at least one recipient in order to fax a document.

1 Choose **Print** from the File menu.

2 Click **Properties**.

3 From the Send page, select the **Address Book** from the drop-down menu. You can select the **TOSHIBA Address Book**, the **Copier Address Book**, the **MAPI Address Book**, or the **MS Outlook Express Address Book**.

- To access the **Copier Address Book**, the TCP/IP network protocol must be installed and enabled on both the controller and the workstation.
- Only the **TOSHIBA Address Book** is editable, all other address books are opened in read-only mode.



Fax Driver Properties -- Send Page

Note: To select a MAPI address book, one must exist on your local workstation. You cannot access a MAPI address book over the network.

4 Select the fax recipients from the **Contact List** (right pane).

- Select the **TOSHIBA Private Address Book** to display all members of the address book in the **Contact List**.
- Select a group from the **Address Book List** (left pane), to display all members of a group in the **Contact List** (right pane).
- Select a group from the **Address Book List** (left pane) without selecting an individual member in the **Contact List** (right pane, to add all members of a group to the **Send To List**.
- Select a person from the **Contact List**, to include that individual in the **Send To List**.

Note: You can select multiple recipients from the list. You can also select multiple groups as recipients. If a group is selected as a recipient, all members of the group are added to the recipient list.

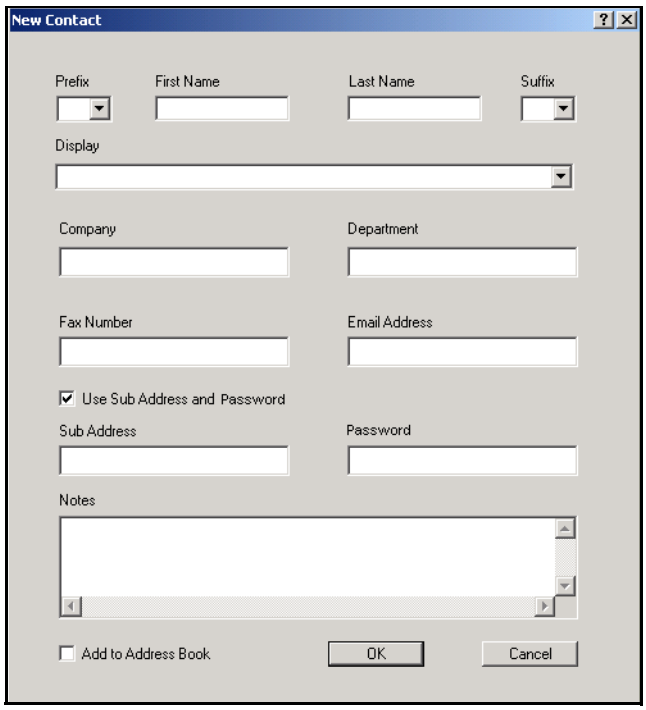
5 Click Add. The recipients are added to the **Send To** list.

6 Continue setting up the fax by setting the fax properties as desired. When finished, click **OK**.

Adding a New Recipient

You can add a recipient who is not currently listed in the address book.

1 From the Send page, click **New...** . The New Contact dialog box opens.

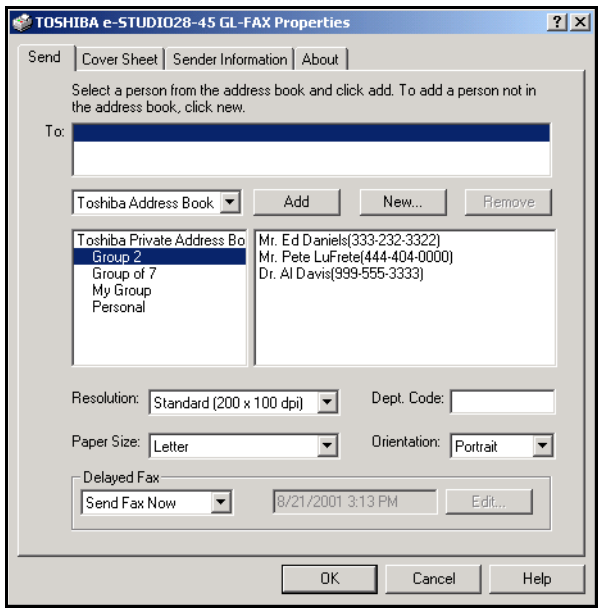


New Contact Dialog Box

2 Complete the fax recipient's contact information.

3 Optionally, check the **Add to Address Book** check box to add the recipient to the address book.

4 Click **OK** to add the recipient to the **To** list.



Fax Driver Properties: Send Tab with Send To List Entry

Removing Recipients

If you inadvertently added one or more fax recipients to the **Send To** list, you can remove them.

1 From the Send page, select the recipient whom you want to remove from the **Send To** list.

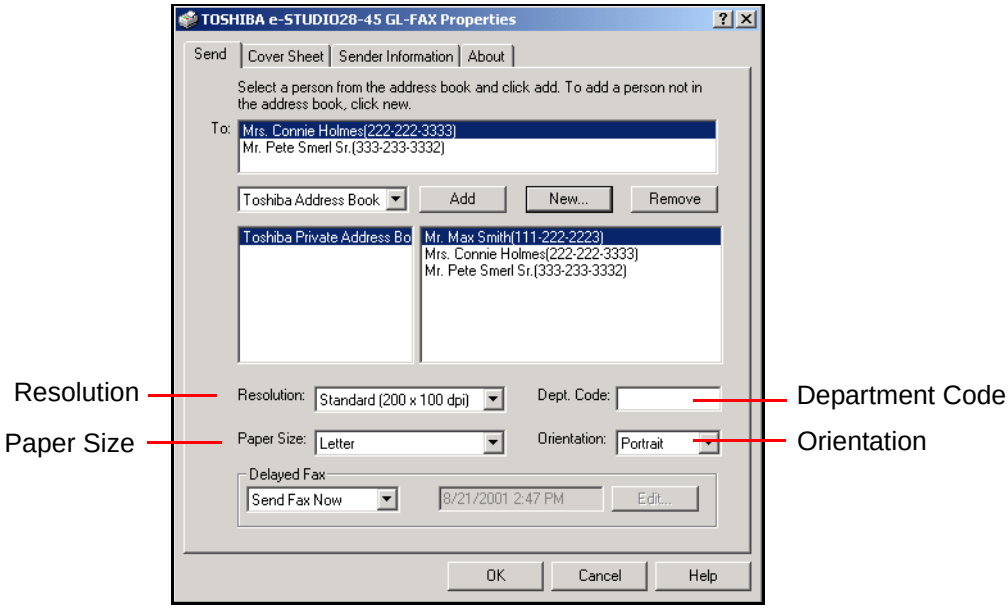
2 Click **Remove**.

That person is removed from the fax transmission.

Setting Fax Resolution, Page Size, and Orientation

You can set various fax properties when you prepare a fax to be sent.

1 From the Send tab, set the fax properties as desired.



Fax Driver Properties: Send Tab

Resolution: Choose from: **Standard 200X100 dpi**, **Fine 200X200 dpi**, **Super Fine 200X400 dpi**, or **Ultra Fine 400X400 dpi**.

Paper Size: This is the paper size of the original document. Choose from: **Letter**, **A4**, **Legal**, **Statement**, **Ledger**, **Folio**, **A3**, **A5**, **B4**, **B5**, or **Computer**.

Acceptable page sizes for fax transmission are **A4**, **B4**, **A3**, **Letter**, **Legal**, **Computer**, **Ledger**, and **Folio**. The page size that can be sent is determined by negotiation with the destination fax unit. If the original document uses a different page size, it is converted before transmission according to the following table:

Original Paper Size	Scale To	Action
A5	A4	Rotate 90
B5	B4	Rotate 90
Statement	Letter	Rotate 90
Smaller A5 or Statement	A4	Add white lines
Larger then A3	A3	Reduce to A3
Larger then Ledger	Ledger	Reduce to Ledger

Department Code: A numeric code of up to five digits that identifies the sending department.

Orientation: This is the orientation of the original document, **Portrait** or **Landscape**.

Preparing the Cover Sheet

You can choose to send a cover sheet with your fax transmission. The cover sheet is merged with the recipient **Send To** list data to create a final fax cover sheet. You can select what to include on the cover sheet such as sender or recipient information.

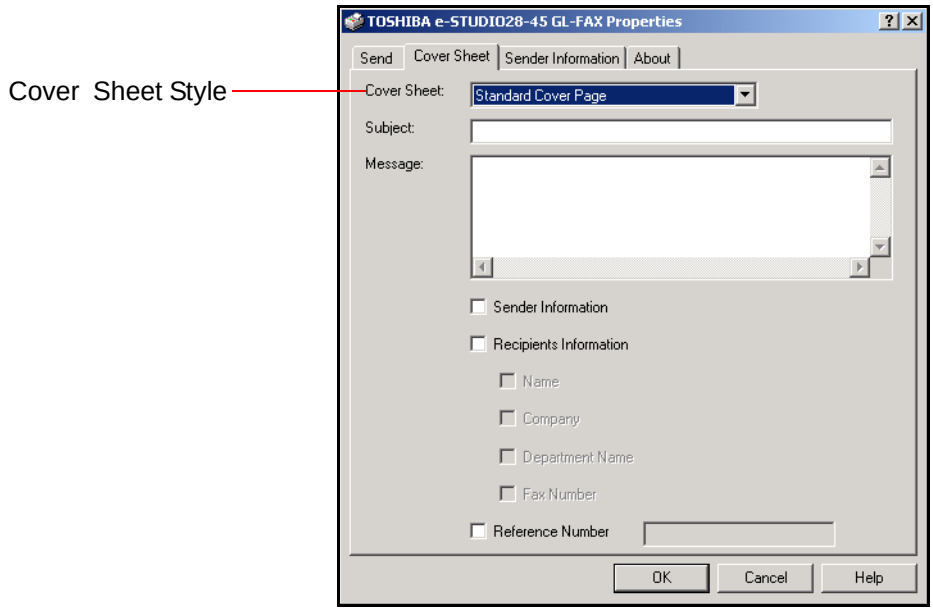
> Note: If you choose to include recipient information on the cover sheet, and if there are more recipients than can be listed on a single page, the fax driver generates as many cover sheets as required to include all the recipients.

1 Choose **Print** from the File menu.

2 Click **Properties**.

3 In the GL-Fax Properties dialog box, click the **Cover Sheet** tab.

4 From the **Cover Sheet** drop-down list select the style of cover sheet: **Standard**, **Business**, or **Professional**.



Fax Driver Properties: Cover Sheet Tab

5 Enter the subject title to be printed on the cover sheet in the **Subject** field. The maximum field length is 40 characters.

6 Enter the message to be printed on the cover sheet in the **Message** field. The maximum field length is 500 characters.

Note: If you use ENTER to start a new line in the message area, it counts as two characters.

7 Optionally, check the **Sender Information** check box to include your information on the cover sheet. You must also complete the **Sender Information** tab to display this information. For instructions, refer to ***Sender Properties*** on page 22.

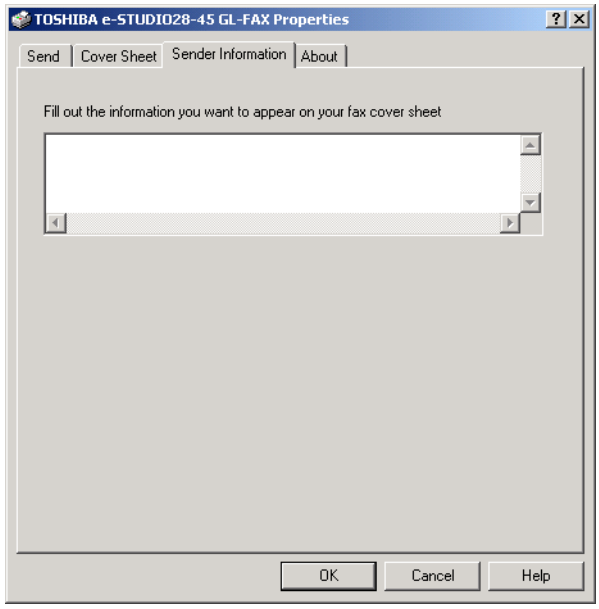
8 Optionally, check the **Recipient's Information** check box to include the recipient information on the cover sheet. You can select any combination of **Name**, **Company**, **Department Name**, or **Fax Number** by checking the appropriate check boxes.

9 Optionally, check the **Reference Number** check box to include a fax reference number on the cover sheet. Type the reference number in the adjacent field.

Entering Sender Information

1 Choose **Print** from the File menu.

2 Click **Properties**.



Fax Driver Properties -- Sender Information Tab

3 On the Sender Information tab, enter the information to be included on the cover sheet. The maximum field length is 500 characters.

4 Click **OK** to save your settings.

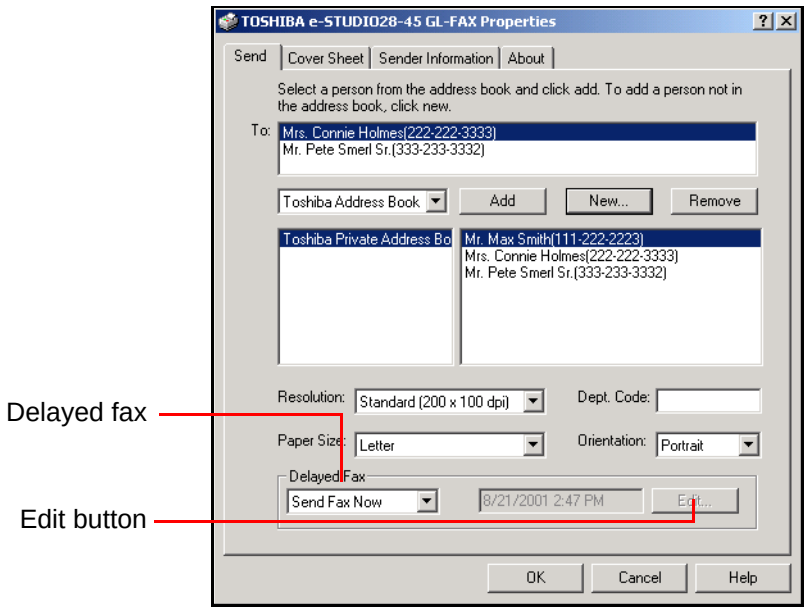
Scheduling Faxes

It is very important that before any faxes are scheduled, the administrator sets the date and time of the controller to synchronize the controller and copier times and dates. This can be done using the TopAccess web-based utility.

1 Choose **Print** from the File menu.

2 Click **Properties**.

3 In the GL-Fax Properties dialog, box click the Send tab.



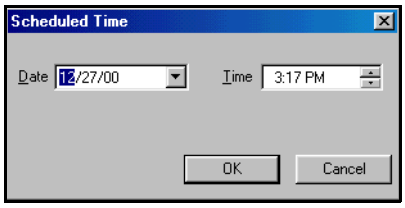
Fax Driver Properties: Send Tab Indicating Send Now

4 From the Send tab, click the down-arrow and select the **Send Fax Later** option in the **Delayed Fax** frame. The software enables the **Edit** button.

Note: The scheduled date cannot be more than one month from the current date. For example, if the current date is March 31st, then the maximum date that can be selected for the scheduled fax is April 30th.

5 Click **Edit...** . The Scheduled Time dialog box opens.

6 Enter the scheduled date. You can click the **Date** arrow to display a calendar which allows you to select a date.



Scheduled Time Dialog Box

7 Enter the start time for the fax transmission. You can use the up and down arrows to assist you with setting the time in the proper format.

8 When you have finished, click **OK** to save your settings.

The scheduled date and time appear on the Send properties page in the **Delayed Fax** area.

Send Fax

To send the fax, click **OK**. The fax job is sent to the Driver. You can monitor the fax job using TopAccessDocMon or TopAccess. For further information, refer to the online help for these applications.

Managing Faxes

Using TopAccessDocMon

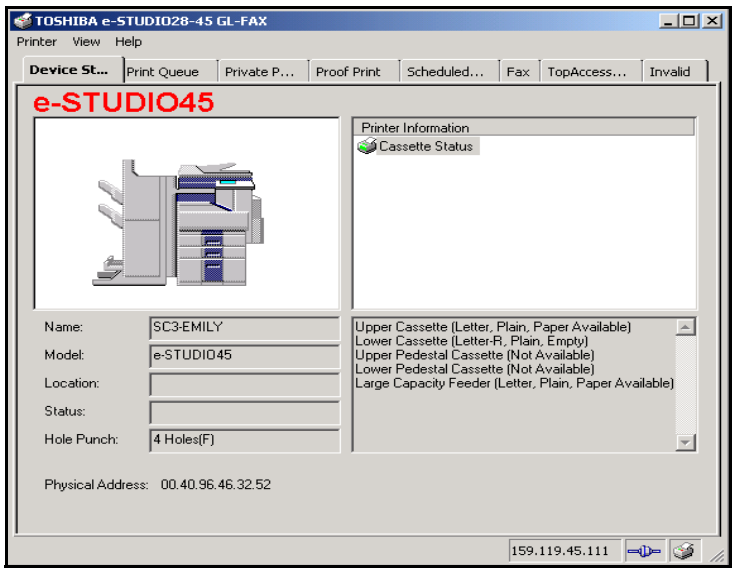
You use TopAccessDocMon or TopAccess to view and manage current fax jobs.

The TopAccessDocMon application Fax tab allows you to view and delete fax jobs that are currently on the controller.

For information on installing and configuring TopAccessDocMon, refer to the *Operator's Guide*.

1 Right-click the TopAccessDocMon taskbar icon to access the taskbar menu.

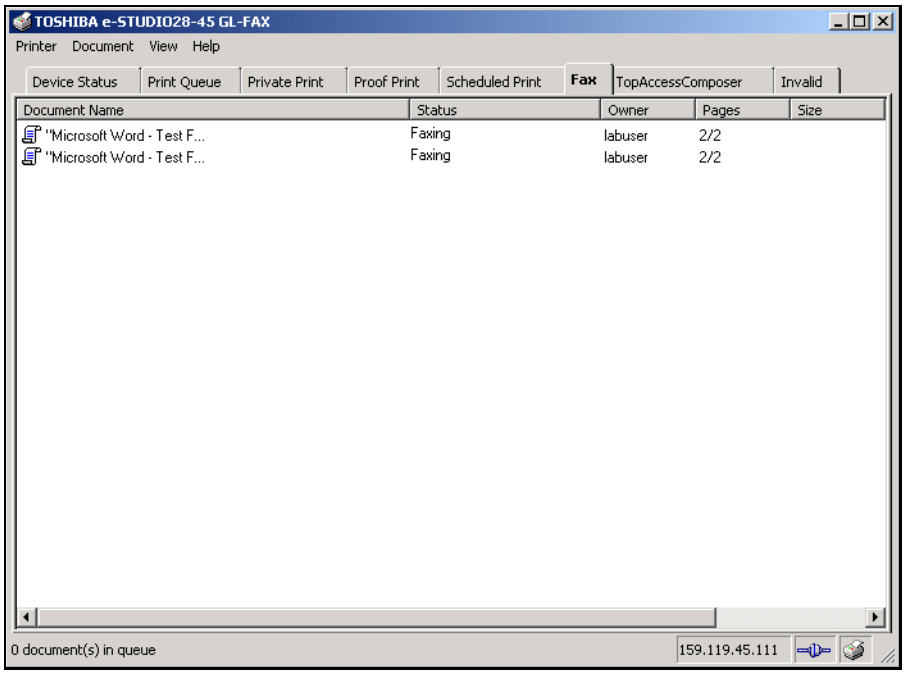
2 Select **TOSHIBA GL-FAX**.



TopAccessDocMon

3 Select TopAccessDocMon.

4 From the Device Status window, select the Fax tab.



TopAccessDocMon: Fax Tab

You can view the **Document Name**, **Status**, **Owner**, number of **Pages**, **Size**, and the **Submitted** date and time.

For more details on using TopAccessDocMon, choose **Contents and Index** from the application Help menu to open the online Help.

Deleting Fax Jobs

1 Right-click the TopAccessDocMon taskbar icon to access the taskbar menu.

2 Select **TOSHIBA GL-FAX**.

3 Select TopAccessDocMon.

4 Click the Fax tab from the Device Status window.

5 In the list box, click the job to delete. You can only delete jobs that you submitted originally.

6 Click **Document** in the menu bar.

7 From the drop-down menu, select **Cancel**.

Retrieving Routed Fax Documents (TWAIN)

When routed fax data is saved on the controller, it can be retrieved through a TWAIN-compliant software application. For example, the

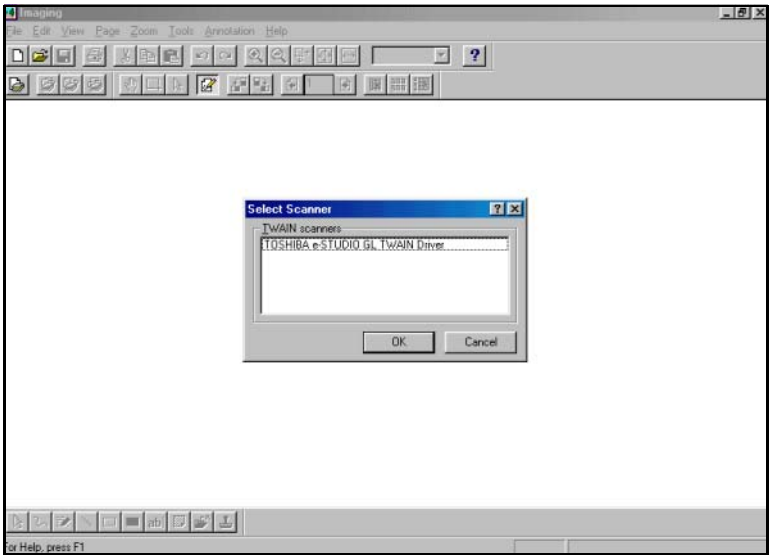
Imaging for Windows application, a Windows 95/98/Me/2000 operating system accessory, is used in the following steps to illustrate the process.

Some applications that support TWAIN formats may not work with the GL TWAIN Driver. Refer to the specific application documentation or online Help in that case.

1 Start the *Imaging for Windows* application.

2 Choose **Select Device** from the File menu.

3 Select the GL TWAIN Driver from the Select Source window.



Select Source Window

4 Click **OK**.

This section describes how to use the GL TWAIN Driver to import routed fax data. Refer to the TOSHIBA e-STUDIO TWAIN Driver online help for further information.

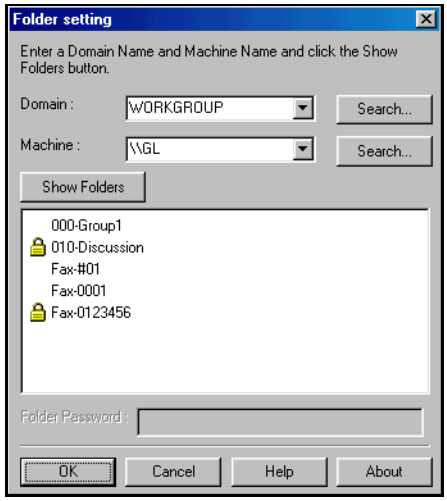
> Note: The TWAIN scanned data directory is: `\\<Controller Name>-\GL_TWAIN` (The Controller Name is `GL_XXXXXXXXXXXX` at the time of shipment, where `XXXXXXXXXXXX` is the MAC ADDRESS of the network interface card connected to the controller.)
>
> The Windows NT 4.0 Operating System does not include TWAIN application software. You must obtain this software separately.

1 Start the application.

2 Select **Scan New** from the File menu.

3 Select the Domain and the controller machine name.

- **Domain:** Name of a workgroup or a domain name that the controller belongs to. (At shipment, the default is set to: WORKGROUP).
- **Machine Name:** Controller name (At shipment the default is set to: \\GL_<XXXXXXXXXXXX>, where XXXXXXXXXXXX represents the MAC ADDRESS of the controller)
- **Show Folders:** Select a TWAIN folder from which you want to import the data.
- **Folder Name:** FAX-[SUBADDRESS] The sender specifies the [SUBADDRESS] to route the fax to a specific mailbox.
- **Folder Password:** Enter the password assigned to a protected TWAIN folder.
- **Cancel:** Cancel the folder selection.
- **About:** Display the About GL TWAIN Driver dialog box.



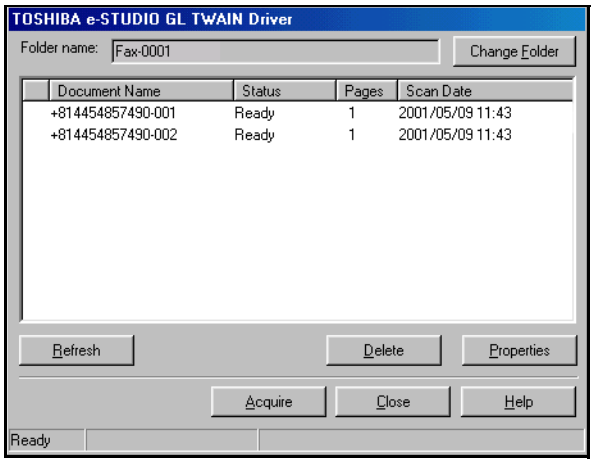
TWAIN Folder Setting Dialog Box

4 If a password is required for the mailbox, the **Folder Password** field is enabled. Enter the 5-digit password in the text box.

Note: Refer to the TWAIN Driver online help for further information.

5 Click **OK**. The document list opens.

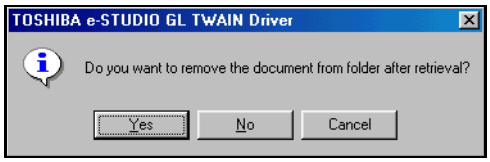
6 Select the document you want to retrieve from the document list. If the document status is displayed as an asterisk (*), it is protected.



TWAIN Select Folder

- **Document Name:** `<Sender>-NNN` where <Sender> is replaced with the sender's phone number or name if the sender exists in the fax address book. Replacing a fax number with a sender name in the address book is controlled by the fax setting. NNN is an automatically assigned, sequential number.
- Any characters that cannot be used for a file name are replaced with the underscore character (_).

7 Click **Acquire**. The Acquire dialog box opens.



TWAIN Acquire Dialog Box

8 Click **Yes** to remove the file from the folder after retrieval or **No** to leave the file to be acquired again at a later time. The scanned image retrieval begins.

Note: Statuses shown in the list are:
Ready: The document is in a normal state and can be retrieved.
Processing: The document is being retrieved by the user.
*** :** The folder status is unknown. The document is protected.

If a selected document is assigned a password, a dialog box opens prompting you to enter the password.

9 Enter the password.

10 To change the folder, click **Change Folder** and select a new folder.

11 To display the latest documents in the folder, click **Refresh**.

12 To delete a document in the folder, select the document and then click **Delete**.

If a password is assigned to the selected document, the software prompts you to enter the password.

When you are finished, click **Close** to close the GL TWAIN Driver application and return to the application you are currently running. During image retrieval, this button cancels retrieval of the current document.

Note: Some software applications may not be able to retrieve multi-page scanned images.

Retrieving Routed Fax Documents (File)

When routed fax data is saved in a controller or network shared folder, you can retrieve it using an imaging software application. For example, the *Imaging for Windows* application is used in the following steps to illustrate the process.

1 Start the *Imaging for Windows* application.

2 From the File menu, select **Open**.

3 Browse for the shared folder in the controller or network. In the controller, the folder is called GL_SHARE.

4 Select the file and click **Open**.

Routed Fax:

- **Folder Name:** `FAX-<SUBADDRESS>` The sender specifies the <SUBADDRESS> to route the fax to a specific mailbox.
- **Document Name:** `<Sender>-<NNN>.tif/PDF` (MultiPage) or `<Sender>-<NNN>/PageNNNN.tif` (SinglePage) where <Sender> is replaced with the sender's phone number or name if the sender exists in the GL-Fax Address Book. Replacing a fax number with a sender name in the address book is controlled by the fax setting. <NNN> is an automatically assigned, sequential number. The first document is created without the number, and the second becomes DOCNAME-001.
- You can specify the document name in the **Routed Fax MailBox** through TopAccess.
- Any characters that cannot be used for a file name are replaced with the underscore character (_).

If the controller fails to transfer the fax document by e-mail or to store it in the network file server, the document is stored on the controller hard disk in the folder named `FAXErr-<SUBADDRESS>`.

Retrieving Routed Fax Documents (TopAccessComposer)

To learn how to retrieve a fax stored in TopAccessComposer, see the *TopAccessComposer Operator Guide*.

Retrieving Routed Fax Documents (E-mail)

The documents are sent to the specified recipients as e-mail attachments. The sender can add up to 400 recipients manually, from an address book or from an LDAP server. The attachment format is multi-page PDF or TIFF.

Retrieving Routed Fax Documents (iFax)

The documents are sent to the specified recipients as e-mail attachments. The sender can add up to 400 recipients manually, from an address book or from an LDAP server. The attachment format is TIFF-S (A4 or Letter width, 200x200 or 200x100 dpi).

Using TopAccess

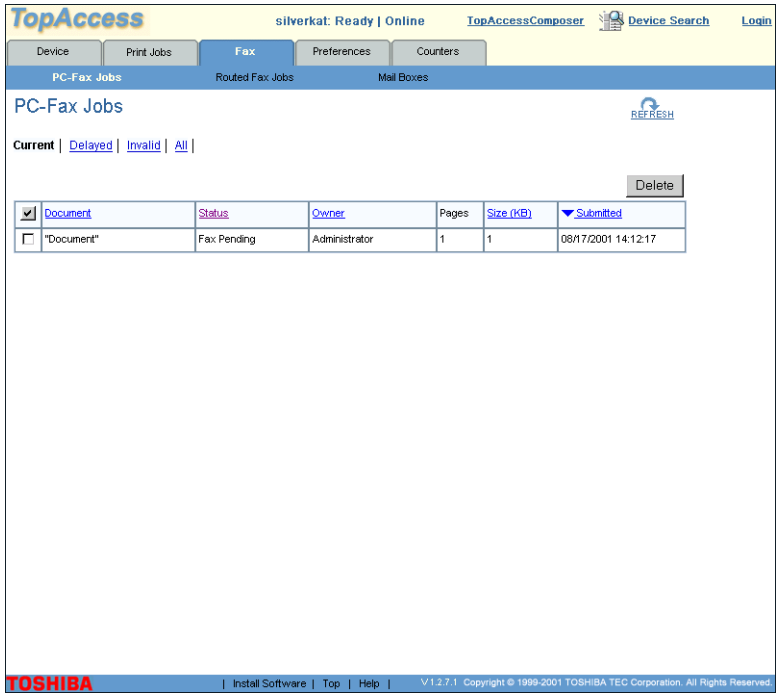
You can use the TopAccess application Fax page to display the fax jobs that are currently on the controller. This page allows you to view and delete fax jobs.

Viewing Fax Jobs

1. Start your web browser.
2. Enter the TopAccess URL (the controller name or IP address) and press ENTER.

   Note: Avoid running multiple instances of TopAccess, because invalid information may be displayed.

3 Select the Fax Jobs page.



TopAccess: Fax Jobs Page

4 Select the fax print queue to view: **Current**, **Delayed**, or **All**.

Deleting Fax Jobs

1 Start your web browser.

2 Enter the TopAccess URL (the controller name or IP address) and press ENTER.

Note: Avoid running multiple instances of TopAccess, because invalid information may be displayed.

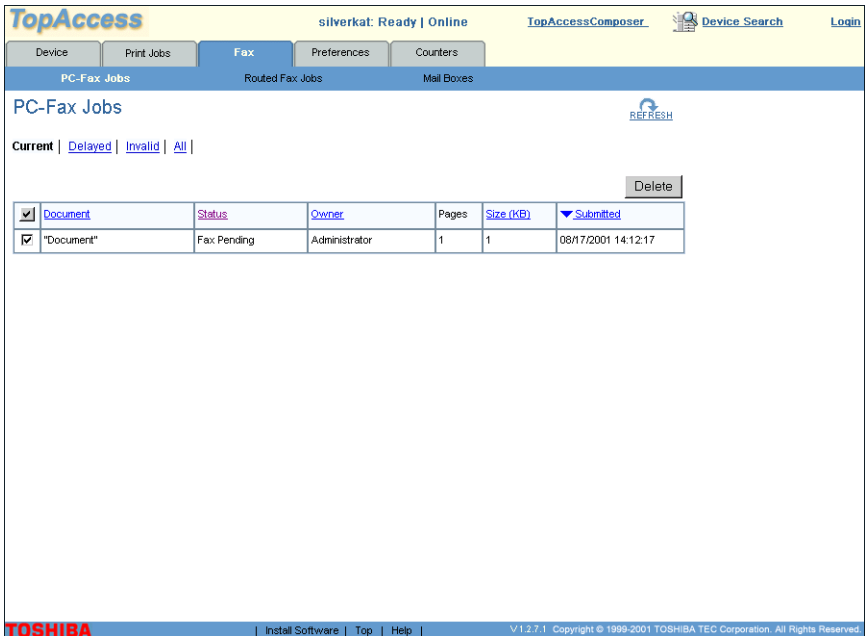
3 Select the Fax Jobs page.

4 Select the fax print queue to view: **Current**, **Delayed**, or **All**.

5 Check the check box next to the fax(es) that you want to delete.

6 Click **Delete**. The software prompts to confirm your deletion.

7 Click **Yes**.



TopAccess: Fax Jobs Page

TopAccess deletes the fax from the queue.

5 GL-FAX Address Book Viewer

You can manage detailed information about the people you communicate with by using the TOSHIBA GL-Fax Address Book. You can use the information stored in the address book to specify fax recipients and compose fax cover pages.

You can organize the members of the address book to best suit your faxing needs. By creating groups containing several members, you can send faxes to multiple recipients.

Overview

The GL-Fax Address Book utility allows you to manage the GL Fax Address Book properties, address books, and address book entries. Particularly, you can perform the following functions:

- Create new contacts
- Create address book groups
- Modify contact information
- Search the address book database
- Import address book data
- Export address book data

Running the GL-Fax Address Book

You can access the utility using one of two methods:

- TOSHIBA program group
- Print Properties window (limited accessibility)

Access Using Toshiba Program Group

From the program group, you can access the Address Book Editor to create and edit your private address book on your workstation.

1 From the Start menu, choose **Programs > TOSHIBA e-STUDIO GL Client > TOSHIBA GL Address Book**.

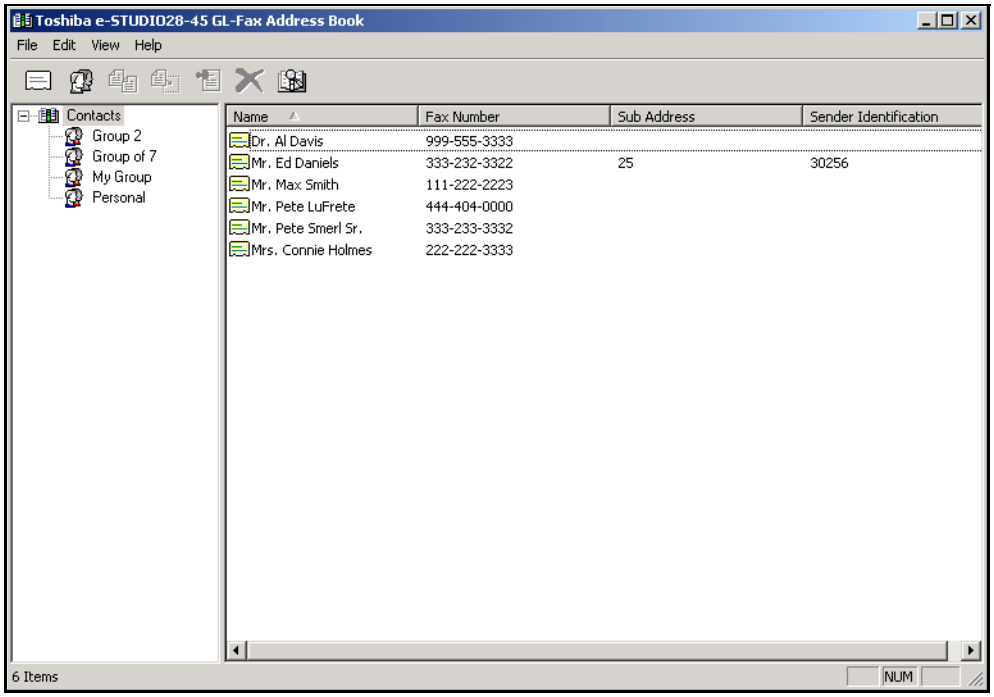
Access Using Print Properties

From the Print Properties window, you can make limited changes to contact details in the Toshiba GL-Fax Address Book. For further information, refer to ***Adding a New Recipient*** on page 39.

Note: This method is only suggested if you are in the process of sending a fax and you need to add a recipient who is not currently a member of the Toshiba Address Book. Otherwise, use the program group to access the Address Book Editor.

Navigating the Address Book

The GL-Fax Address Book Editor main window consists of two panes.

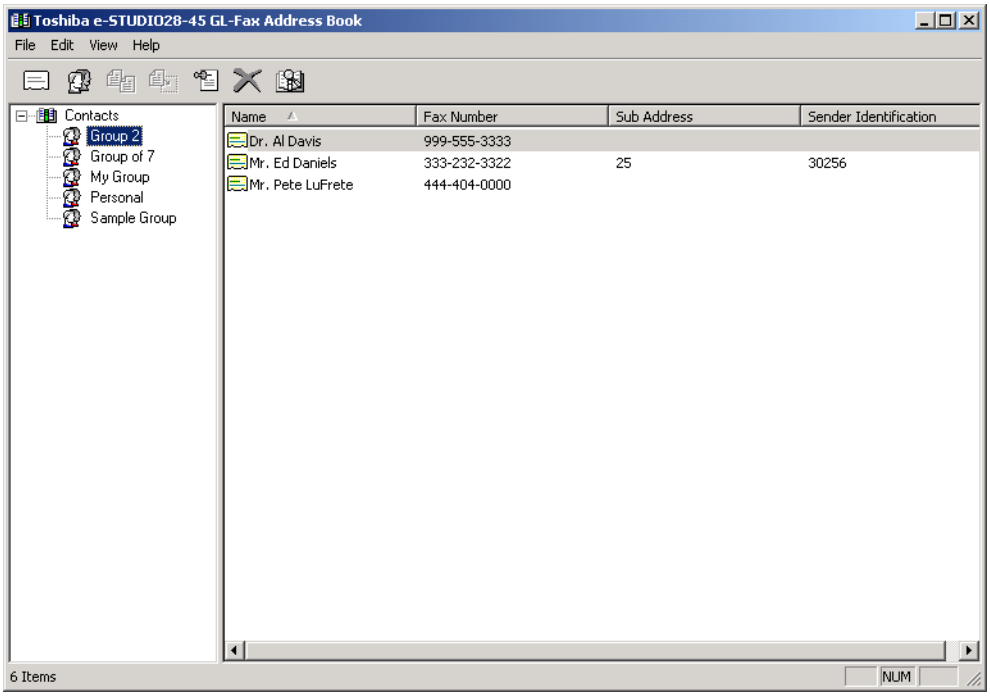


GL-Fax Address Book Main Window

The left-hand pane contains a tree structure for the Toshiba address book. You can expand or collapse the tree to view or hide groups and contact entries.

Selecting an entry in the left-hand pane of the address book window, displays summary information about the entry in the right-hand pane.

The right-hand pane displays non-modifiable, text-only summary information about the currently selected address book entry.



The Address Book

Managing Your Private Address Book

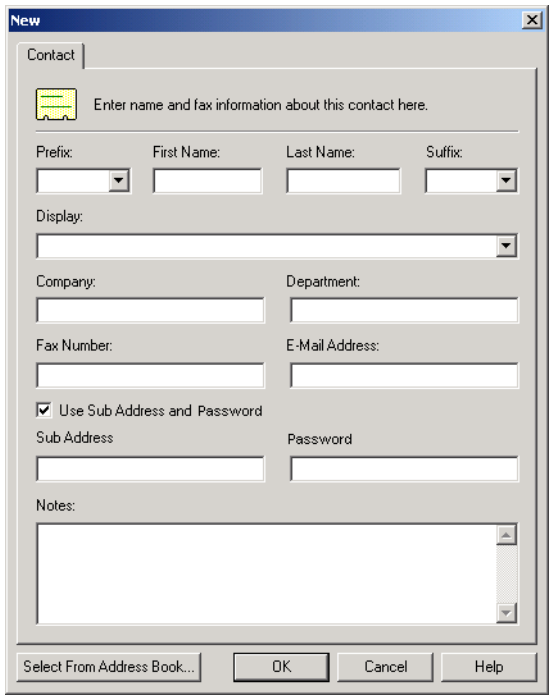
You can create contact and group entries and add them to the address book. You can then access these entries from your desktop.

Adding Contact Entries

Use the **New Contact** function to create a new contact in the address book.

1 From the GL-Fax Address Book Editor main window, select the **Toshiba GL-FAX Address Book** (left pane).

2 Click **New Contact** on the toolbar or select **File > New Contact...** from the menu. The New Contact Properties window opens.



New Contact Properties

3 Select a **Prefix** from among these options: **[Blank]**, **Dr.**, **Mr.**, **Mrs.**, **Miss**, and **Ms.**

4 Enter the **First Name** and **Last Name** in the respective fields.

5 Select a Suffix from among these options: **[Blank]**, **Jr.**, **M.D.**, **Sr.**, **II**, **III**, and **IV**.

6 Select a name display format or type one of your own in the **Display** field. The pre-defined options are: **Prefix First Last-Suffix**, **Prefix Last First-Suffix**, and **Prefix Last, First-Suffix.**

7 Type the **Company** and **Department Name** for the recipient.

8 Type the required **Fax Number** for the recipient. Acceptable field entries are: **0**, **1**, **2**, **3**, **4**, **5**, **6**, **7**, **8**, **9**, *****, **#**, **+**, **-**, **(space)**, and **(comma)**.

9 Type the **E-mail Address** for the recipient.

10 Optionally, click the **Use Sub Address and Password** check box to enable the **Sub Address** and **Password** fields, then enter a sub address or password. If you do not click the check box, the fields are unavailable. If you enable the **Sub Address** and **Password** fields, you must enter either a sub address, a password, or both.

Enter a fax sub address to route or forward a fax to a specific user or fax inbox. The sub address may consist of numbers between 0 and 9,

pound signs (#), and asterisks (*). The maximum length for the password is 20 characters.

11 Optionally, type any pertinent notes or description in the **Notes** text box.

12 Click **OK** to create the new entry. The new contact is added to the address book.

Copying Contacts from an Address Book

You can copy members from other address books to your Fax Address Book.

1 From the GL-Fax Address Book main window, select the **Toshiba GL-Fax Address Book** (left pane).

2 Click **New Contact** on the toolbar or select **File > New Contact...** from the menu.

3 Click **Select From Address Book** to add a member from the another address book to your Fax Address Book.

4 From the **Address Books** drop-down menu, select the address book to copy the contact from. The options are: **Copier Address Book**, **MAPI Address Book**, and **MS Outlook Express Address Book**.

Note: To select a MAPI address book, one must exist on your local workstation. You cannot access a MAPI address book over the network.

5 Click the address book group to copy from in the left pane.

6 Click the contact to copy in the right pane.

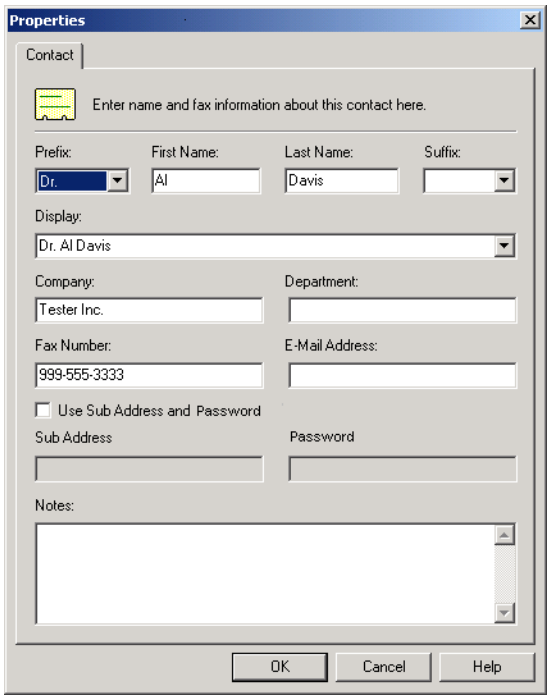
7 Click **Select**.

Modifying Contact Properties

Users can make changes to contact information through the Properties dialog box. Invoke the Properties dialog box by double-clicking the selected contact in the Address Book Editor window or by selecting the contact, and then choosing the **Properties** menu item.

1 From the GL-Fax Address Book, select the **Toshiba GL Address Book** (left pane).

2 Click **Properties** on the toolbar or select **File>Properties** from the menu. The Contact Properties dialog box opens.



The Contact Properties Dialog Box

3 Overwrite or add information as desired in the Properties dialog box.

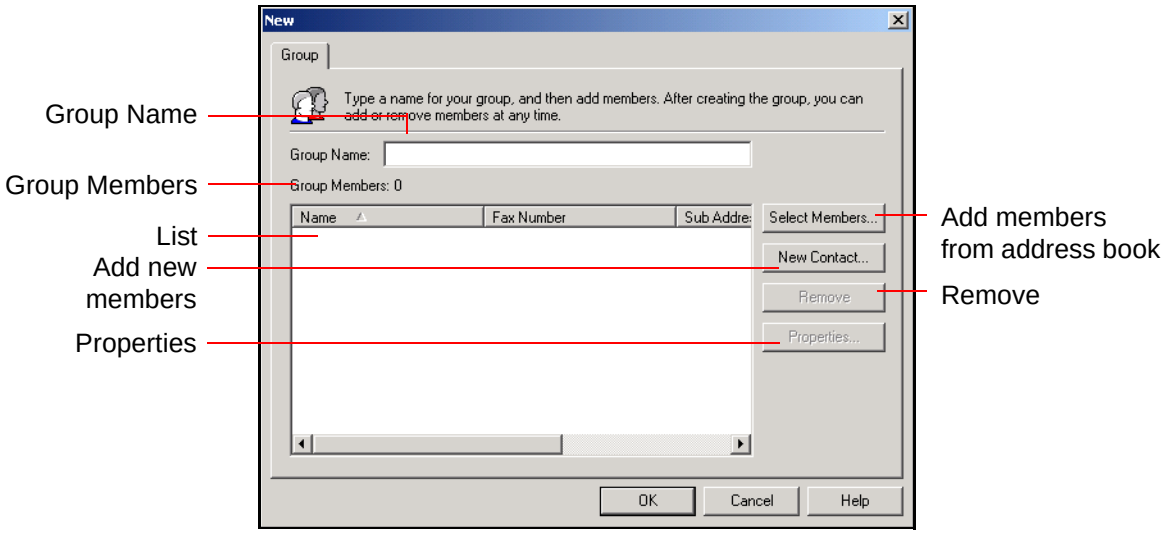
4 Click **OK** to accept the changes and exit the Properties dialog box. Click **Cancel** to exit without changing the contact properties.

Creating Groups

The Group Properties page allows you to create groups and define their membership. A group can have a single member.

1 In the GL-Fax Address Book Editor main window, select the **Toshiba GL-Fax Address Book** from the **Address Book** list.

2 Click **New Group** on the toolbar or select **File > New Group...** from the menu. The New Group dialog box opens.



New Group Window

- **Group Name:** A name for the group.
- **Group Members:** Shows the total number of people in the group.
- **List:** The names of the people in the group.
- **Add Members from Address Book:** Click this button to select new members for the group from the address book.
- **Add New Members:** Click this button to add members to the group who are not currently listed in the address book.
- **Remove:** Click this button to remove members from the group.
- **Properties:** Click this button to view or edit the details about a contact, such as their fax number.

3 Enter the name for the new group in the **Group Name** field.

4 Click **OK** to save your settings.

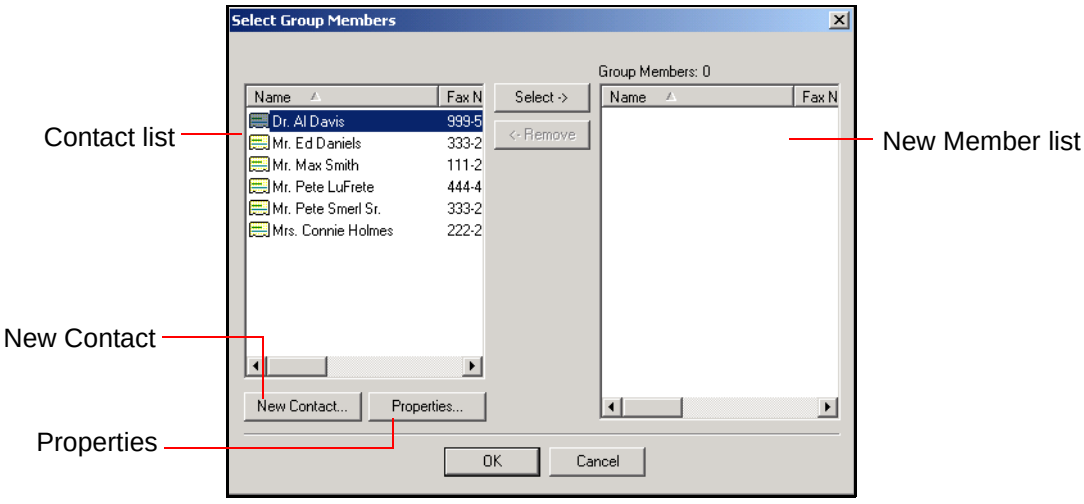
Adding Contacts to Groups

1 In the GL-Fax Address Book Editor main window, select the group to which you want to add members.

2 Click **Properties** on the toolbar, select **File > Properties** from the menu, or double-click the group name. The Group properties dialog box opens.

3 Click **Select Members...** .

The Select Group Members dialog box opens.



Select Group Members Dialog Box

The Select Group Members dialog box contains two panes:

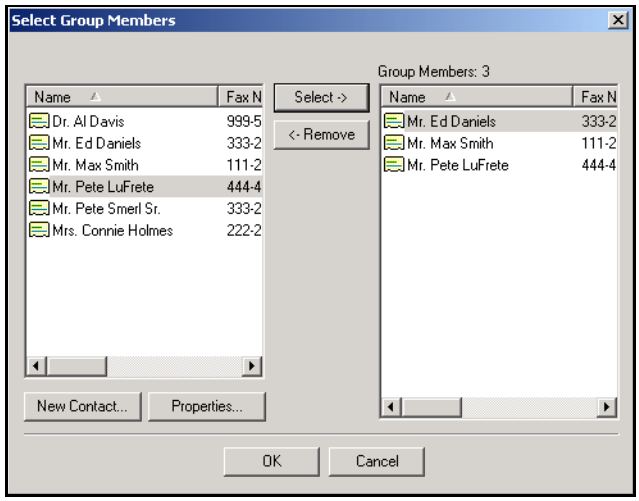
- **Contact List:** Lists the all of the contacts and associated information that are currently available in the Toshiba GL-Fax Address Book.
- **New Member List:** Displays the contacts that you have selected to be members of the group.

The Select Group Members dialog box contains four buttons:

- **Select ->**: Click this button to move a contact from the contact list to the new members list.
- **<- Remove**: Click this button to move a contact from the new members list to the contact list.
- **Properties**: Click this button to view or edit the details about a selected contact.
- **New Member list**: Displays the contacts you select to add to the group.

4 To add a member to the group, select the name from the Contact List pane and then click **Select ->**. The contact's details are copied to the

New Members List indicating the selected contact will be added to the group.



Select Group Members Dialog Box

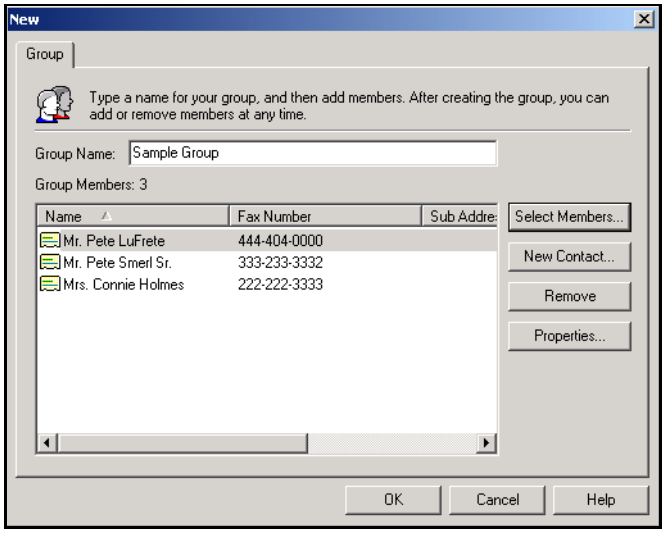
5 To remove members from the New Members List, select the contact in the New Members List and click **<- Remove**.

6 To view contact information and modify it if necessary, select the contact, then click **Properties...** to open the properties window for that person.

7 Make any changes, then click **OK** to return to the Select Group Members dialog box.

8 To add a contact who is not listed in the GL-Fax Address Book, click **New Contact...** . For further information, refer to ***Adding Contact Entries*** on page 58.

9 When you have finished adding members to the group, click **OK**. To return to the address book viewer without adding members to the group, click **Cancel**.



New Group Dialog Box

10 Click **OK** to save the new settings.

Removing a Member from a Group

1 In the GL-Fax Address Book, select the group from which you want to remove members.

2 Click **Properties** on the toolbar or select **File > Properties** from the menu. The Group Properties window opens.

3 Select the contact in the **Group Members** list that you want to remove from the group.

4 Click **Remove**. The contact is removed from the group.

5 Click **OK** to save your changes.

Removing a Contact or Group from the Address Book

To delete an entry from the address book:

1 Right-click the folder or name in the Address Book window.

2 Click **Delete**. A message box opens, asking you to confirm the deletion.

3 Click **Yes** to permanently delete the contact or group entry from the address book. Click **No** to exit the message box without deleting the entry.

Copying and Pasting

The **Copy** and **Paste** menu commands are a feature users can use when working with contact information. For example, you may want to add a contact to several groups. By using the **Copy** menu command you can copy the contact and then **Paste** the information in other groups.

1. Select the contact in the Address Book Viewer that you want to copy.
2. Click **Copy** on the toolbar or select **Edit>Copy**.
3. Navigate to the address book or to a particular group to paste the contact.
4. Click **Paste** on the toolbar or select **Edit>Paste**.

   The contact is added to the address book or group you have selected. You can now edit the contact properties as desired by clicking **Properties** in the toolbar or selecting **File>Properties** from the menu.

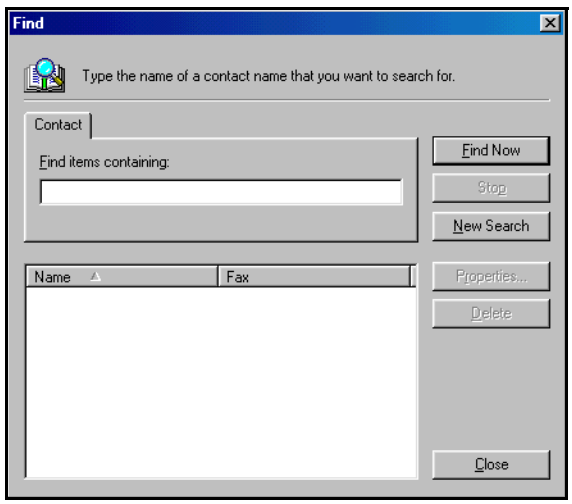
Finding an Entry in the Address Book

To locate contacts quickly, you can search the address book database. Type in a string of characters to be used in the search. The Address Book Viewer displays all entries that contain the specified string. For example, if you type `Smit`, the results list includes names like `Smith`, `Smithers`, and `Smithson`. This is useful when you are unsure how a contact's name is listed in the address book.

You can also search on all or part of a fax number.

Note: The search function applies to individual contacts, not to groups.

1. Click **Edit > Find** from the menu. The Find dialog box opens.



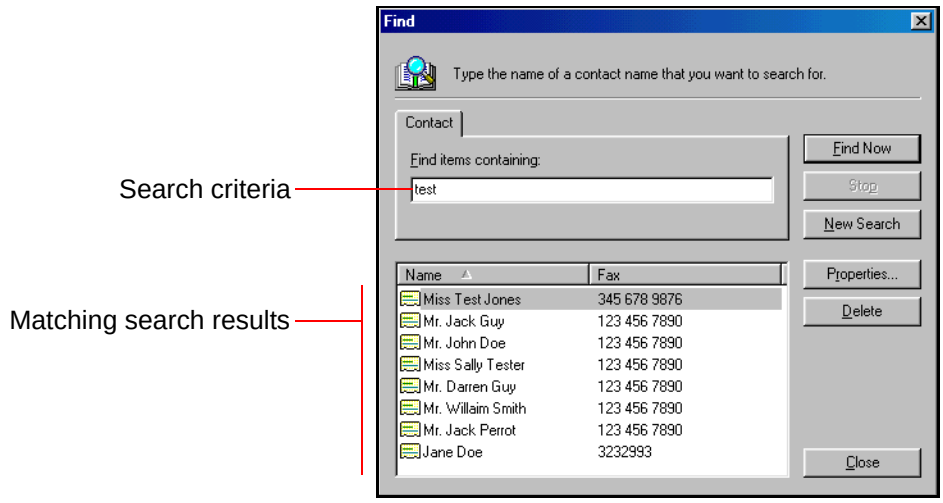
Find Dialog Box

2 Type the search characters in the **Find Items Containing** field.

3 Click **Find Now**.

Note: You can stop an active search by clicking **Stop**.

The results list displays the contact name, fax number, and group name for entries that match your search criteria.



Find Dialog Box

4 To submit a new search query, click **New Search**. This clears the search criteria and the results list. You can now enter a new search string.

5 To view or modify the information about a contact or group, highlight the item in the results list, then click **Properties** to open the Contact Properties dialog box for the item.

Sorting Address Book Entries

You can sort address book entries and search results to display the data in the way that best suits your needs.

1 Select **View > Sort By** from the menu.

2 Choose to sort by **Name** or **Fax Number** in **Ascending** or **Descending** order as desired.

Note: You can also click on a row header at the top of the address book list or search results list to sort the column in ascending or descending order.

Importing and Exporting Address Book Entries

The Import and Export features are provided with the GL Fax Address Book application. You can import address book data in .csv file format to,

or export it from, the database. Additionally, you can transfer data to or from a public or private address book.

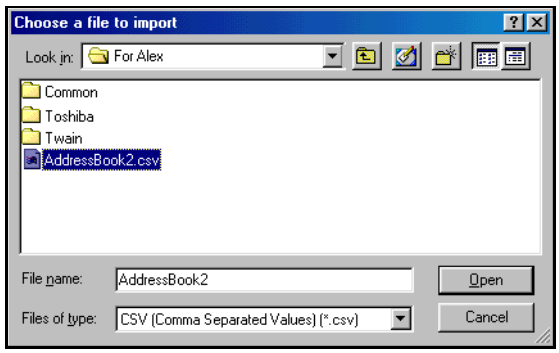
- Public address books usually reside on a network server and contain information many network users may need to access.

  Note: The time it takes to import a public address book depends on the number of records in the file being imported.

- The private address book resides on a user's workstation.

Importing Entries

1. Select the **Toshiba GL-Fax Address Book** from the Address Book Viewer window.
2. Click **File > Import** from the menu. The Choose a file to import dialog box opens.



Choose a File to Import Dialog Box

3. Browse for the address book file you want to import.
4. Click **OK** to import the file.

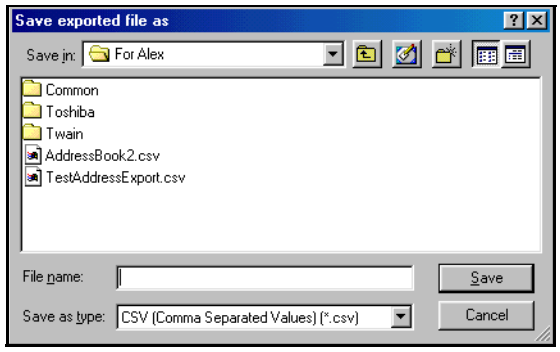
   An import status window opens. When the process is complete, the imported address is displayed in the Address Book Viewer window. If you experience trouble with the import process, check that the file you are importing is in comma separated values (*.CSV) format.

   If one or more records have been skipped during the import process, this may be due to one of the following reasons:

   - The record already exists
   - The group name contains an invalid character
   - The display name is empty
   - The fax number is empty
   - The fax number is invalid. Fax numbers are restricted to the following set of characters: 0-9, +, -, [space], *, #

Exporting Entries

1. Select the **Toshiba GL-Fax Address Book** from the Address Book Viewer window.
2. Click **File > Export** from the menu. The Save exported file as dialog box opens.



Save Exported File as Dialog Box

3. Browse for the location to which you are exporting the file.
4. Enter a file name for your exported address book file.
5. Click **OK** to begin exporting the file. The file is created in the location indicated.

Glossary

Definitions of Common Terms

Term	Definition
Cover sheet	A feature where one or two pages (front or front/back) are printed with the original document as a cover. The cover sheet is stapled with the document (if stapling is requested).
Department folder	A TopAccessComposer system folder. The administrator can store and work with documents in the Department folder. Registered and unregistered users can view and print documents in the Department folder, but cannot edit them.
Device	Refers to the controller connected to a network digital copier. Often, the term device is used to refer to the entire controller/copier system.
Document Profile	A pre-defined set of driver settings that allows users to auto-configure their print job with a click of the mouse.

Definitions of Common Terms

Term	Definition
Document Sticky	The paradigm where actions and/or settings for a print job are assigned for a specific document within a specific application. For example, if a change is made to the printer settings, it only affects the current document within the current application. See also, Printer Sticky.
Driver	See *Printer Driver*.
Duplex	The process of printing on both sides of a sheet of paper. For duplex printing, the copier must have an **A**utomatic **D**uplex **U**nit (ADU) installed. See also *Simplex*.
Electronic Document Processing System	This system consists of either the TOSHIBA e-STUDIO28/35/45 digital copier connected to the GL-1010 controller or the TOSHIBA e-STUDIO550/650/810 digital copier connected to the GL-1020 controller. These systems provide the convenience of walk-up copying, scanning, and network printing from the same device.
Fax agent	A set of properties for transferring fax jobs to a particular destination.
GL-1020 GL-1010	The TOSHIBA controllers used to connect digital copiers to a network. Also referred to as the *device* or *printer*.
IP	**I**nternet **P**rotocol. The IP part of the TCP/IP communications protocol. IP implements the network layer (layer 3) of the protocol, which contains a network address and is used to route a message to a different network or subnetwork. IP accepts packets from the layer 4 transport protocol (TCP or UDP), adds its own header and delivers a *Datagram* to the layer 2 data link protocol. It may also break the packet into fragments to support the maximum transmission unit (MTU) of the network.
Jobs log	A file that contains a historical record of the jobs submitted to the controller. The information for each job includes the document name, size, date and time stamp, and status. You can filter the Jobs Log to list only the details for specific types of jobs.
LDAP	**L**ightweight **D**irectory **A**ccess **P**rotocol. A network protocol for extracting information from a hierarchical directory.
MAC	**M**edia **A**ccess **C**ontrol. A sublayer of the layer 2 data link protocol. It deals with network access and collision detection.

Definitions of Common Terms

Term	Definition
MAC address	The unique address assigned by the manufacturer of a network interface card.
NDPS	**N**ovell **D**istributed **P**rint **S**ervices. NDPS simplifies the process of setting up, administering, and troubleshooting Novell printing by migrating away from queue-based printing toward a more plug in and print paradigm.
Orientation	The direction in which a document is laid out on a page. Portrait orientation produces a vertical page layout (i.e., the page height is greater than the width). Landscape orientation produces a horizontal page layout (i.e., the page width is greater than the height).
Printer driver	Software installed on the client workstation that enables printing to a device. The TOSHIBA printer drivers are on the *e-STUDIO Client CD-ROM*. They permit printing to the controller.
Printer Sticky	The paradigm where actions and/or settings are permanently saved so that they are accessible later. For example, a change is made to the printer settings for a single document and all applications are aware of the change. See also, Document Sticky.
Print profile	A set of user-defined properties that are saved locally so that complex documents can be configured quickly and easily.
Properties	User-definable attributes or settings. For example, print properties include page orientation and duplex mode.
TCP/IP	**T**ransmission **C**ontrol **P**rotocol/**I**nternet **P**rotocol. The TCP part of TCP/IP provides transport functions, which ensures that the total amount of bytes sent is received correctly at the other end. The IP part of TCP/IP provides the routing mechanism. TCP/IP is a protocol in which the messages transmitted contain the address of a destination network as well as a destination station.
TWAIN	**T**echnology **W**ithout **A**n **I**nteresting **N**ame. The de facto standard interface between software applications and image capturing devices.
URL	**U**niform **R**esource **L**ocator. An address that allows you to access information on the Internet, such as a web page, FTP or Gopher, Usenet, or database. URLs can take the following forms: `http://host.domain/page` and `mailto://username@host.domain`.

Term	Definition
Walk-up functions	Operations performed from the digital copier control panel. They include standard copying functions, monitoring network print jobs, and management functions.

Index

A

Acquiring fax software 6
Adding
  contacts to groups 62
  unlisted fax recipients 39
Address book
  changing contact details 60
  copying contacts 60
  editing contacts 60
  exporting entries 69
  finding a contact 66
  importing entries 68
  private
    setting up 58
    transferring data 68
  public, transferring data 68
  removing
    contact 65
    contact group 65
  sorting entries 67
  viewer
    accessing through print properties 56
    accessing through program group 56
    navigating 57
    panes 57
    utility 56
    utility features 2

C

Changing, contact details 60
Contact properties 19
Contacts
  adding to groups 62
  changing details 60
  copying from address book 60
  creating 58
  editing 60
  exporting 69
  finding in address book 66
  importing 68

removing
address book 65
groups 65
sorting in address book 67
Copy menu 66
Copying, contacts 60
Cover sheet
defined 71
properties 20
Creating
contact 58
groups 61
mailbox 23

D

Deleting
fax jobs with TopAccessDocMon 47
faxes with TopAccess 53
Department
faxes, setting 41
folder, defined 71
Device
defined 71
GL-10x0, selecting 49
scanner, selecting 48
Document size 18
Document sticky 16
Documents, preparing for faxing 36
Driver
fax, features 2
fax, installing 6, 12
see also Printer driver
Duplex, defined 72

E

Editing
contacts 60
mailbox 31
Electronic document processing system, defined 72
Exporting address book entries 69

F

Fax
agent
defined 72
see Agents, Send to iFax
driver features 2
Fax option
adding, unlisted recipient 39
deleting
fax jobs 47
faxes with TopAccess 53
features 2
including sender info on cover sheet 43
installing 6, 12
managing
faxes with TopAccess 52
faxes with TopAccessDocMon 46
monitoring faxes with TopAccess 52, 53
preparing documents 36
removing recipient from send list 40
retrieving
e-mail fax jobs 52
file fax jobs 51
iFax fax jobs 52
TopAccessComposer fax jobs 52
TWAIN fax jobs 47
scheduling faxes 44
selecting
info for cover sheet 42
recipients 37
sending faxes 45
setting
department 41
orientation 41
paper size 41
resolution 41
sender information 19
TWAIN, selecting a scanner 48
viewing fax jobs 46
Fax properties 16, 17
Fax sticky 16
Features
driver, fax 2
fax option 2
Finding a contact in address book 66

G

Group
adding contacts 62
creating 61
removing contacts 65
removing from address book 65

I

Importing address book entries 68
Including sender info on cover sheet 43
Installing
  fax option 6, 12
  fax software 6
  from TopAccess 12
Internet Protocol
  see IP
IP, defined 72

J

Jobs log, defined 72
Jobs, fax
  deleting
    TopAccess 53
    TopAccessDocMon 47
  managing 52
  monitoring 52, 53
  retrieving
    e-mail 52
    file 51
    iFax 52
    TopAccessComposer 52
    TWAIN 47
  selecting scanner 48
  viewing 46

L

LDAP
  defined 72
  routing faxes 52
Lightweight Directory Access Protocol
  see LDAP

M

MAC
  address
    defined 73
    NIC 48
  defined 72
Mailbox
  creating 23
  editing 31
Managing, faxes
  TopAccess 52
  TopAccessDocMon 46
Media Access Control
    see MAC
Monitoring faxes through TopAccess 52, 53

N

Navigating the address book viewer 57
NDPS, defined 73
Network Fax Kit, installing 12
Novell Distributed Print Services
    see NDPS

O

Options
  address book viewer 2
  fax, features 2
Orientation
  defined 73
  setting 41

P

Paper size conversions 18
Paper size, setting 41
Paste menu 66
Preparing, documents for faxing 36
Print profile, defined 73
Printer driver, defined 73
Private address book
  setting up 58
  transferring data 68
Properties
  contact 19
  cover sheet 20
  defined 73
  Fax 16
  Send 17
  Sender 22
Public address book, transferring data 68

R

Recipients
  adding an unlisted recipient 39
  removing from send list 40
  selecting 37

Removing
  contact
    address book 65
    group 65
  contact group from address book 65
  recipient from send list 40
Resolution, setting 41
Retrieving fax jobs
  e-mail 52
  file 51
  iFax 52
  TopAccessComposer 52
  TWAIN 47

S

Scheduling faxes 44
Selecting
  cover sheet information 42
  fax recipients 37
  recipients 37
  scanner 48
Send Properties 17
Sender information, setting up 19
Sender Properties 22
Sending faxes 45
Setting
  address book, private 58
  department 41
  fax properties 17
  orientation 41
  paper size 41
  resolution 41
  sender information 19
Software, installing 6
Sorting contacts in address book 67

T

TCP/IP, defined 73
Technology Without An Interesting Name
  see TWAIN
TopAccessDocMon
  deleting fax jobs 47
  managing faxes 46
  viewing fax jobs 46
Transmission Control Protocol/Internet
      Protocol
  see TCP/IP
TWAIN
  defined 73
  directory name 48
  installing the driver 6
  retrieving documents 47

U

Uniform Resource Locator
  see URL
URL
  defined 73
  opening TopAccess 52, 53
Utilities
  address book viewer 2
    accessing
      print properties 56
      program group 56
    navigating 57
    panes 57
  GL-fax Address Book Viewer 56

V

Viewing
  address book utility 56
    print properties 56
    program group 56
  fax jobs with TopAccessDocMon 46

W

Walk-up functions, defined 74